

SPEF AFTERSCHOOL

Enrichment Classes

5th Grade Musical 2011-2012



February 3-5, 2012

The South Pasadena Educational Foundation (SPEF) sponsors the 5th Grade Musical as part of SPEF's Afterschool Enrichment Program. It's a fantastic opportunity for 5th Grade students from all three elementary schools to come together to sing, dance, and act and to make new friends!

Parent Information Meeting:

Monday, October 3 at 7 p.m. in the SPUSD Boardroom at the school district 1020 El Centro St, South Pasadena.

- Parents are strongly encouraged to attend this informative meeting that will help to answer any questions you might have.
- Also, prior to enrolling your student in the musical, please visit the afterschool section of www.spef.com to review the proposed rehearsal calendars, and descriptions of the parent volunteer committees.

How to apply:

- You can submit your completed form at the parent information meeting and we can help answer any questions that you may have.
- Also, after the parent meeting, you can submit your completed enrollment form with payment directly to the SPEF office drop box at 1020 El Centro St. #3, South Pasadena, up until the deadline.

Deadline for Applications:

- Before 9 a.m. **Thursday, October 6, 2011.**
- All enrollment forms received at the SPEF office by this time will be equally considered. A **random lottery** will be used if there are more applicants than spaces.

Rehearsals:

- Starting Wednesday, October 12th. Rehearsals will be on **Wednesday** from 3:30-5:30 p.m. and **Fridays** from 1:30-3:30 p.m.
- In November, Monday rehearsals will be added from 3:30-5:30 p.m.
- Rehearsals will be initially at the Monterey Hills Auditorium (MHS), and then move to the High School Auditorium.
- Sunday rehearsals will begin on Dec. 4 from 4-5 p.m. at Pointe-to-Pointe Dance Studios located at 1315 Fair Oaks Avenue in South Pasadena.
- Parents/nominees are responsible for students from school dismissal time until the start of class and students **cannot wait unattended** at the school. Students in the MHS extended daycare program must first check in with that program, and will then be directed

to the Auditorium by the counselors.

- Attendance will be taken.
- After rehearsals, students must be picked up on time and be **signed out in person** by those authorized on the application form. Students will not be permitted to leave the class to walk to a waiting car etc. Students in the MHS extended daycare will be picked up and signed out by counselors.

If your student attends the AV or Marengo extended daycare program and needs supervision after 5:30pm on Wed or after 3:30pm Friday, please make arrangements directly with the MHS extended daycare program. If your child attends an outside daycare program, contact them directly to coordinate drop-off and pick-up.

Special Needs:

- If your child has special needs and you would like them to participate in this Afterschool Program, please contact the SPEF office for more information.

How we contact you:

- You'll be notified by email of your child's enrollment, along with additional details regarding location, holidays, etc. Please take the time to write your email address legibly when enrolling to avoid delays. Please contact SPEF if you have not received an email by Tuesday, October 11th.

Your student's commitment:

- A schedule showing rehearsals and other key dates will be provided, to help you to understand the time commitment required by your student.
- Attendance at all rehearsals is mandatory unless a child is ill. You will need to call in your child's absence. To call in an absence call the Upstage office at 626-310-0447.
- In the interests of fairness to all students, accommodations cannot be made for students who have other activities that clash with rehearsal times.

Code of conduct:

- At times, students will be required to sit out while other students are rehearsing. Students are expected to be quiet and observant during this time, showing respect to their fellow students, the staff, and parent volunteers. No electronic devices or cell phones will be allowed during rehearsals. This is a good opportunity for your student to do homework, or read.

Parent commitment: Putting on the musical also requires dedication from parents.

- **20 volunteer** hours is required from all parents or guardians to one of the musical committees. The volunteers are one of the reasons the show is a success, and keeps the enrollment cost down.
- Volunteer opportunities are available in many areas, even if you have no musical theater talents! Brief descriptions of some of these committees are below and more detail is on the website. Please read and choose three committees of interest to list on your application form. We will then assign you to one committee, based on your preferences and need. Also, if you have specific skills, or you would like to co-chair or chair a committee, please note this on the enrollment form.
- For parents who cannot commit this time, there is a buyout option of an additional \$200 fee.

Parent Committees

Committee	Description
Supervision	Help to supervise students during rehearsals, oversee student sign in and pickup procedures.
Marketing and Publicity	Help design, print and distribute the musical poster, t-shirts, tickets and programs. Write updates for school e-blasts, the SPEF newsletter and local papers.
Hospitality and Post Performance Cleanup	Organize the mid production (Dec 9), dress rehearsal (Feb 2) and wrap parties (Feb 5), and help with auditorium cleanup on Feb 5/6.
Costumes	Shop for materials, contribute ideas and help to make costumes. Fit, cut, sew, or decorate costumes. Help set up dressing and sewing rooms for performances.
Sets & Props	Design, paint and shop for sets and props in January.
Ticket Sales & Ushering	Sell tickets at school sites after Winter break, and at the box office before each of the 3 performances.
Backstage Crew & Lighting	Help organize students backstage during the performances, or operate spotlights. Training occurs in late January, one week prior to performances.
Makeup & Dressing	Familiarize yourself with students' costumes and makeup during rehearsal week, (first week of February), and arrive 3 hours prior to performances to help prepare students
Performance Night Sales	Co-ordinate vendors for each night (food, flowers) and sell props and costumes at the end of the Feb 5 show
Parent Volunteer Coordinator	Liaise between and provide support to parent committees and musical staff.

Need more information? Please contact:

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More information and updates will be available in the afterschool section at: <http://www.spef.com>

