

Policies, Procedures & Application Forms



Who is eligible for the Friends free Educational Performances & how are schools selected?

- Public, private and home schools are welcome to apply for the Friends Educational Performances.
- To ensure fairness, and due to the high demand for Educational Performances, the Friends uses a lottery system to allocate the shows to applicants.
- Priority will be given to schools that applied the previous year but were not selected and to Cerritos schools, followed by applicants from all other areas.

What are the requirements?

The Friends Educational Performances program encompasses three components: 1) Professional Development Workshops (PDW) for Teachers; 2) Educational Performances for students at the theater; and 3) Creative Expressions projects in the classroom. To remain eligible for participation in the Educational Performances program, teachers are required to respect the following rules:

- **PDW:** In order to remain eligible for the Educational Performance program, teachers must attend, in its entirety, the PDW related to the performance their class will attend. Attendance at the PDW is mandatory. (*Please see Professional Development Workshops on page 5.*)
- **Creative Expressions:** Following the Educational Performance, teachers are expected to implement one or more Creative Expressions projects in their classrooms. Teachers must submit a brief account of their Creative Expressions activities to the Friends. A user-friendly form will be provided in each Friends Curriculum Guide to facilitate the process. Teachers also have the option to submit their Creative Expressions project to the Friends to be considered for the Creative Expressions Recognition Ceremony in June 2010. (This is not required, but strongly recommended.) (*Please see Creative Expressions on page 6.*)
- **Audience Etiquette:** Teachers and students must demonstrate proper audience etiquette when attending an Educational Performance. (*Please see page 30.*)
- **Age appropriateness:** Starting at the kindergarten level and up to grade twelve, students may attend the Friends Educational Performances. Kindergarten age students must be formally enrolled in Kindergarten to be eligible, and able to sit quietly for one hour. Teachers must select performances that are specifically designated for their grade levels.
- **Student supervision:** There must be at least 1 adult per 10 students for all grade levels. Students must be accompanied by adults at all times when attending an Educational Performance.
- **Accuracy in reservations:** Applicants must provide the Friends with an exact number of students, teachers and chaperones who will attend an Educational Performance.
- **Cancellations:** If unforeseen circumstances arise and a group must cancel their reservation to an Educational Performance, the Friends must be **notified in writing at least two weeks before** the scheduled performance.

How are schools notified?

- Schools are notified in writing upon selection for a performance or by phone if not selected.
- When scheduled for a performance, teachers will be notified in writing of their acceptance. Written confirmations include a form that must be completed and returned to the Friends office by the stated deadline with a list of the teachers who will be attending the required Professional Development Workshop. This is the only notification teachers will receive.
- Schools selected for the performances scheduled shortly after the Season Announcement, will also be notified by phone first to ensure timely confirmation.

What if a school is not selected?

If a school or classroom is not selected through the lottery system, the Friends will contact the applicant to offer one or more of the following options depending on availability:

- The Friends will offer an Educational Performance that might not have been requested by the applicant but that is grade appropriate and has seats available.
- The Friends will give priority to this applicant for the following school year.

What about transportation?

- All performances are free of charge to schools, but groups are responsible for their own transportation to and from the theater. However, the Friends has a limited amount of funds that allow the organization to offer some nominal assistance to schools that have difficulty obtaining or paying for buses. Please refer to the enclosed "Transportation Assistance Request" form for more information or contact the Friends Education Program Associate at (562) 916-1296 for specific details.
- If you are planning to ask for transportation assistance, please submit your request with your application for the Educational Performance program.

What to do & what to expect on the day of the performance:

Duration of shows: All performances are 60 minutes in duration, unless otherwise indicated.

When to arrive: Plan to arrive at the theater at least 20 minutes before the performance is scheduled to begin, as it will take some time to get all students properly seated. Times for drop-off and pick-up of students from their school to the theater and back must be planned accordingly.

Parking: Designated spaces for school buses and cars will be clearly indicated. All parking is outdoors and near the theater.

Once at the theater: Upon arrival at the theater, staff and volunteers from the Cerritos Center for the Performing Arts (CCPA) will greet you. Please give them the Attendance Card (*see enclosed Attendance Card sample*) that is distributed at the Professional Development Workshops with an accurate final count of students, teachers, and chaperones. Students will be required to walk quietly in single-file lines, and go to their assigned seats. Please be aware that the CCPA Front of House staff assigns seating on a lottery basis. Special needs must be reported to the Friends in advance to be taken into consideration.

Dismissal: After the performance, schools will be dismissed in a planned order. Please remain seated until your school's name is called.

If medical assistance is needed: The Friends has emergency personnel and first aid resources on site during all performances. If there is ever a concern, simply find a Friends staff member or a CCPA usher for assistance.

Lunch: The CCPA has no accommodations for groups wishing to have lunch on the premises. However, there are other venues near the theater that may be considered. For further details, see the section of this handbook entitled "Around the Center" on page 44.

In case of emergency: If you need to speak with someone on the morning of a performance regarding an urgent matter, please call the CCPA main switchboard at (562) 916-8510 and ask for a Friends staff member.

Audience etiquette:

The audience plays an important role in the success of a performance. To ensure an enjoyable experience for all, please follow these audience etiquette rules and guidelines:

- Upon arrival at the Cerritos Center for the Performing Arts (CCPA), please form a single-file line and walk promptly to the entrance. An Arts Ambassador (a CCPA volunteer who serves as usher) will greet you and tell you when to enter the theater.
- When you enter the theater, please stay in a single-file line and walk quietly to your seats. You will be escorted by an Arts Ambassador.
- Flash photography or recordings of any kind are prohibited. Although you might like to take photos for souvenirs, you must not use cameras in the theater out of respect for the performers and the CCPA's rules. Photos may be taken outside the theater.
- Food and beverages are prohibited inside the theater.
- Please turn off all cellular phones to prevent a disturbance during the performance.
- Students of all ages must be accompanied at all times while on the premises (including the restrooms).
- As a courtesy, and to enhance the theater experience, please give the performers your undivided attention. At the end of the show, feel free to show your appreciation through enthusiastic applause!
- When the show has ended, please remain in your seats and wait for a Friends staff member to dismiss your school. An Arts Ambassador will guide you to the appropriate exit.
- Upon your return to school, encourage your students to write the Friends a **thank you note** as a way to cultivate gratitude and courtesy. The Friends shares those letters with artists and donors. (Please remember to also send your Creative Expressions information or project description before the deadline.)
- If possible, encourage your students to dress up for the occasion. It will most likely enhance their commitment to good audience etiquette.

What if the requirements are not met?

Should a group not comply with the requirements of the Friends Educational Performances program, one or more of the following policies will take effect:

- If for reasons out of their control teachers are unable to attend the PDW corresponding to the performance their classes will attend, they will be given the option to attend another PDW in the same discipline.
- If a teacher does not attend any PDW he/she will not be eligible to apply for Educational Performances the following school year.
- If a teacher leaves a PDW before it ends he/she will not be eligible to apply for Educational Performances the following school year.
- Teachers may not bring children to a PDW. The Friends does not have childcare services and participants bringing children to the PDW will be denied entry.
- Rules regarding the PDW apply to all teachers, including home school teachers.
- If a student creates a disturbance during an Educational Performance, an adult from the group will be asked to accompany that student out of the theater and remain in the Grand Lobby until the performance has ended.
- If a group creates a disturbance during an Educational Performance, they will be asked to leave the theater before the end of the performance. This group also faces the possibility of being expelled from the entire program for the rest of the school year.
- If teachers or chaperones bring children who are not in the appropriate age range for which the performance is offered, they will be denied entry to the theater.
- If a student damages the property of the Cerritos Center for the Performing Arts, the school (including home schools) will be financially responsible for the repairs.
- If a group must cancel but fails to notify the Friends in writing on time, they will be charged \$1 per seat that they reserved.
- If a group brings significantly fewer students than indicated by the reservation without prior and timely notification, they will be charged \$1 per unused seat.

