



# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE

FALL HANDBOOK 2023

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*First in Fort Worth Theatre Education*

# WHAT IS CASA MAÑANA SCHOOL FOR MUSICAL THEATRE?

## OUR HISTORY

In 1936, Amon G. Carter began making plans for the large amphitheater known as Casa Mañana. In 1958, Casa Mañana Theatre was completed as the famous aluminum-domed theatre known today. Arts programming was expanded in 1962 when Casa Mañana's Theatre School opened to train children in the performing arts. After more than 55 years in operation, Casa Mañana School for Musical Theatre is a nationally recognized program. The studio is listed first in regional theatre training programs for young performers by backstage.com. The studios operate year-round with fall and spring sessions, Camp Casa, Camp Casa Jr, and the Apprentice Program.

Casa Mañana School for Musical Theatre combines over a half century of educational theatre experience with the standards of a professional Equity theatre to give all students an opportunity to grow and learn within one of the most recognized theatres in the Southwest. Casa Mañana was first in theatrical training in the DFW area and remains a premiere program for young artists today.

## OUR BELIEFS

Casa Mañana School for Musical Theatre is committed to creating an exceptional artistic learning experience for all students. We strive to empower young artists with the skills essential to life both on and off-stage.

## OUR GOALS

Casa Mañana School for Musical Theatre's vision is to ensure a comprehensive creative education that is accessible and inclusive to everyone. We are committed to removing any barriers or gatekeeping to provide all learners with a dynamic theatrical experience. We are driven to improve students' lives and create meaningful relationships for the future of all North Texas' Arts.

## OUR VALUES

Casa Mañana School for Musical Theatre believes that everyone has the right to navigate the world safely and confidently. We must all work together to encourage sympathy, create empathy, and find kindness. Our students, patrons, and community deserve better. Casa Mañana School for Musical Theatre is committed to the action of doing better.

At Casa Mañana School for Musical Theatre, we value:

### **UNITY**

*We are committed to encouraging a feeling of togetherness and a sense of belonging.*

### **EQUITY**

*We are committed to ensuring everyone can share and celebrate themselves comfortably and equally.*

### **DIVERSITY**

*We are committed to empowering everyone with the tools to express their own unique story.*

### **ACCESSIBILITY**

*We are committed to making our spaces and services inclusive and welcoming for individuals of all abilities.*

Wherever we educate, we also learn. Whenever we speak, we also listen. Whenever we perform, we also connect with the greater community. Casa Mañana School for Musical Theatre is comprised of educators, artists, and fellow humans. We value a safe, welcoming, and culturally conscious environment for every child and their family.



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# WHY CHOOSE CASA MAÑANA SCHOOL FOR MUSICAL THEATRE?

When you choose Casa Mañana School for Musical Theatre for your child's creative arts education, they benefit from a well-established program rich in experience, exploration, and engagement located in the heart of Fort Worth's Cultural District. Casa Mañana believes that creative learning, accessible opportunities, and community participation are key in keeping the tradition of North Texas Theatre thriving. Our education program strives to engage all students and their families to explore the arts in a welcoming and inclusive environment.

## **Casa Mañana School for Musical Theatre provides:**

- Creative exploration and education in all areas of theatrical performance for all students.
- Competitive and highly skilled training for young performers interested in a professional career.
- A diverse teaching pool of trained, experienced, and professional artists.
- Exposure to leading theatre professionals through our masterclass programs.
- Individualized student-led pathways through a range of classes ensuring a competent arts education.
- Opportunities to appear on the Casa Mañana mainstage through educational experiences and TYA programs.
- Commitment to our staff; Casa Mañana provides wages and benefits that recognize our instructor's talents, time, and contributions to our studio.

## **Casa Mañana School for Musical Theatre Teaching Artists are:**

- Professional theatre artists with years of onstage and in-class experience.
- Highly trained in their unique fields of study.
- Able to offer a diversity of ideas, thoughts & backgrounds.
- Can provide students with a genuine connection and familiarization to the industry.

## **Casa Mañana School for Musical Theatre opportunities include:**

- Class and Camp performances under the dome.
- Competitive and comprehensive training programs headed by nationally recognized theatre experts.
- Special consideration for Casa Mañana performance opportunities.
- Discounts and advance tickets to Casa Mañana Broadway and TYA Series.
- Connections to union and non-union theatres throughout North Texas.
- Mentorships and genuine relationships with leading artistic professionals.
- Advance notice of Casa Mañana auditions, news, and information.
- Early access to our summer camp registration.



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# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE EXPECTATIONS

**At Casa Mañana School for Musical Theatre, students can expect to be held at a high standard and:**

- To be respected and give respect to others.
- To be a good team player.
- To be on time to class every day.
- To be safe.
- To take ownership of their own educational process.

**At Casa Mañana School for Musical Theatre, our education team can expect:**

- To be respected and give respect to others.
- To be safe.
- To be given full focus and engagement by their students while in class.
- To be fully supported by Casa Mañana and studio families.

## **Casa Mañana Expectations**

- There will be no cell phones or any other electronic distractions while at the studios for any reason.
- There is no filming of other students or staff at any time. If in the extreme case a student engages in this behavior, they will be immediately removed from class. Parents will be notified to pick up their child. If the issue continues, the student will be removed from the studios, and no refund will be issued.
- There will be no inappropriate language, hate speech, or gestures in the studio. If in the extreme case a student engages in these behaviors, they will be immediately removed from class. Parents will be notified to pick up their child. If this issue persists, the student will be removed from the studios, and no refund will be issued.
- There will be no eating or chewing gum during class. **DO NOT BRING ANY TYPE OF PEANUTS TO CLASS!**
- Only waters bottles or cups with a lid are permitted in the studios.
- All personal items are personal responsibility. Casa Mañana is not responsible for any lost or misplaced items. Casa Mañana School for Musical Theatre reserves the right to have our Teaching Artists confiscate all items which cause disruptions. These objects will be returned to **PARENTS/GUARDIANS ONLY** at the end of class.

## **Studio Dress Expectations**

- Closed-toe shoes are required.
- Students should be *"dressed to move."* Clothing can be comfortable, yet not prohibitive for stretching.
- Hair pulled back away from face.
- No jewelry.

## **Behavior Expectations**

The well-being of our staff, students, and families is the heart of Casa Mañana School for Musical Theatre. It is expected that those in the studios will engage with others in a safe and respectful manner. That stated, Casa Mañana employs a two-strike behavior policy.

- **1<sup>st</sup> Offense:** Student is escorted to the Education Office and parents are called. A discussion between student, staff, and parent will occur and a plan of action will be decided on.
- **2<sup>nd</sup> Offense:** Student is escorted to the Education Office and parents are called to pick up their child. The student will not be permitted to return to the class. If the behavior continues, the student will be removed from the studios, and no refund will be issued.

**In extreme cases, Casa Mañana reserves the right to remove students who violate studios expectations from the premises at any time. In such cases, parents will be contacted immediately to retrieve their child. The student will not be permitted to return to the studios and no refund will be issued.**

# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE POLICIES

## Payments & Payment Plans

- We accept Master Card, Visa, American Express, Discover, or Check (made out to Casa Mañana Inc.). There is a \$25.00 fee for returned checks.
- For your convenience, we also offer payment plans. The payment plan is available for those using a credit/debit card only; we will automatically charge your card on the dates given at checkout.
- Tuition is due in full at the time of registration or can be divided into three or five payments. The payment plan includes the \$25.00 non-refundable registration fee and is only available for those paying with a credit/debit card. Subsequent payments will automatically be charged to your credit/debit card on the dates given at checkout.

## Refunds

- A full refund will be issued for classes canceled due to low enrollment.
- All class registration cancellations are subjected to a \$25 registration fee. **This fee is non-negotiable.**
- Registrations cancelled more than two weeks before the class start date will be issued a full refund, minus the administrative fee.
- Registrations cancelled less than two weeks from the start date, and before the second day of class will only receive a refund, minus the administrative fee, if their spot can be filled.
- First-time families, families who have never registered for CMSMT classes or camps, are eligible to receive a refund, minus the cancellation fee, up until the second week of classes.
- Absolutely no refunds after the second day of class for returning families.
- If you enroll in a payment plan and choose to cancel, your remaining balance is still due according to your payment plan and the refund policy.

## Absences

No child will be penalized for missing class due to illness. For the health and safety of our staff and students, please do not come to class if you are unwell. If you have a class conflict, please notify the Education Office as soon as possible. For classes with final performances, numerous absences may result in diminished participation in the performance.

**\*\*Please see specific contracts for performance-based classes\*\***

## Inclement Weather and Cancellations

We will not have class if Fort Worth ISD is closed due to inclement weather. No refunds or make-up classes will be scheduled if classes are cancelled for weather related issues.

## Open Door Policy

Casa Mañana always welcomes parents to the studios! However, we ask that you understand our students' need for uninterrupted class time. Parents are asked to wait in the studio lobby during class.



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# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE PROCEDURES

## Student Drop-Off/Pick-Up Procedure.

- Please ignore Google Maps. Always enter from W. Lancaster Avenue into Casa Mañana's parking lot.
- Drive through the main parking lot for drop off at the Rehearsal Studio located behind the dome.
- Exit from Casa Mañana onto University Dr.
- You can return to the main parking lot by exiting onto University then turning back on Lancaster.
- Staff will be outside the studio/theater to direct students. You may park in the main parking lot and walk your student to their instructor.
- **DO NOT PARK IN ANY NAMED SPOTS OR IN FRONT OF THE STUDIOS** or on the left side of the street between the dome and rehearsal studio, as these are reserved for staff, or are fire lanes.
- If you choose to wait for your student during class, you must park in the main parking lot.
- Please pick up outside of the rehearsal studio. **DO NOT ARRIVE FOR CAR LINE UNTIL 10 MINUTES BEFORE YOUR CHILD'S CLASS ENDS.** Also, please be punctual in picking up your child. After three late pick-ups, late fees will be applied and/or removal from the class.
- If you are late for pick up, our staff will phone the contact number(s) provided. Please be mindful of unknown callers during this time and answer all calls.



**Will Rodgers**



*First in Fort Worth Theatre Education*

# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE FAQ

*(Got questions? We got answers.)*

## ***How can my child perform under the dome?***

We get it. Casa Mañana has grown into the largest performing arts organization in Tarrant County. Today, the dome houses a very active professional performance schedule. Due to these time commitments, **not every educational opportunity available includes a full stage performance.** However, at Casa Mañana School for Musical Theatre we strive to bring a bit of that theatre magic to everyone. Students can perform onstage with our Spotlight Series, Apprentice Program, and Camp Casa.

## ***What is the All-Abilities Program?***

This is a performance-based learning environment specifically for students with special care needs. Performers of all-abilities are given the tools and opportunity to learn, grow, and explore their talents.

## ***What is the Apprentice Class?***

Casa Mañana's critically acclaimed Apprentice Class is the most advanced musical theatre training for middle and high school students. This audition-based program connects students in grades 6-12 with professional teaching artists as well as an annual summer event featuring a fully produced musical. Professional teaching artists instruct students in industry best practices, including auditioning, selecting material and college preparation. Students will receive special consideration in casting for Casa Mañana productions AND early access to masterclasses.

## ***Can my child audition for Casa Mañana Broadway & TYA Shows?***

**YES!** We want Casa kids onstage- only not every production is the right fit for our students. Casa Mañana is the largest Equity house in Tarrant County with a nationally recognized performance venue. Unlike smaller local theaters, Casa routinely casts professional talent from all over the United States to ensure the expected quality of our productions. This means there is considerable competition and commitment when casting youth performers. Casa Mañana also adheres to all Equity and professional union guidelines.

## ***Why does Casa Mañana School for Musical Theatre have hiatus weeks?***

Hiatus weeks happen when a mainstage production is utilizing all space available within the studio. All curriculum and productions are scheduled with these breaks in mind. Your child will still receive a strong arts education.

## ***Is there financial aid available?***

**YES!** Casa Mañana School for Musical Theatre is happy to offer financial assistance to all families who want to participate in our classes and camps. **No student should have financial hardship stand in the way of a quality arts education.** More information on scholarships can be found on our website.

## ***What does my child need to bring to class?***

Please bring a Journal, Pencil, and Highlighter to every single class.



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# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE

## IMPORTANT DATES/COMMUNICATIONS

### 2023 Fall Class Schedule

Week	What's Happening?
9/10	Open House for Fall classes from 5:30-6:30pm in the Studios.
9/11	First week of classes!
9/18	
9/25	HIATUS WEEK – NO CLASSES ( <i>Beauty &amp; the Beast</i> rehearsals)
10/2	
10/9	
10/16	
10/23	
10/30	
11/6	
11/13	HIATUS WEEK – NO CLASSES ( <i>Christmas Pageant</i> rehearsals)
11/20	THANKSGIVING WEEK – NO CLASSES
11/27	
12/4	Final week of classes!
<u>Tentative Times</u>	
12/10: 6-8pm	SPOTLIGHT Rehearsal: Staging & Lighting
12/11: 4:30-6pm	SPOTLIGHT Final Rehearsal: Mic Check & Sound
12/11: 7pm	Fall Showcase for Apprentice, Spotlight & All Abilities ONLY
<b>**The times on the 10<sup>th</sup> and 11<sup>th</sup> are tentative, this COULD change, stay tuned!**</b>	

### CMSMT Facebook Group

Stay connected and join our CMSMT Facebook group! We will be posting information on class updates, performances, audition opportunities, and so much more! Click the link below to join.

<https://m.facebook.com/groups/316838690909768/?ref=sharehttps://m.facebook.com/groups/316838690909768/?ref%3Dshare&exp=9594&mibextid=S66gvF>



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PLEASE FILL OUT AND RETURN THIS FORM TO THE EDUCATION OFFICE ON/BEFORE THE FIRST DAY OF CLASS.

# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE

## PARENT AGREEMENT FORM

Fall 2023

I, (print guardian name) \_\_\_\_\_, have read the contents of the CMSMT Student/Parent Handbook, and I understand and agree to the policies and procedures which it contains.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Student Guardian Signature



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# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE

## Liability Release and Medical Form

Fall 2023

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Insurance Information:

Carrier \_\_\_\_\_ Insured \_\_\_\_\_

Insured's Place of Employment \_\_\_\_\_

Group Name/Number \_\_\_\_\_ ID# \_\_\_\_\_

Insurance Company Phone # \_\_\_\_\_

### Doctor Information:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Hospital Affiliation (if known) \_\_\_\_\_

### Emergency Contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Allergies and/or medications: \_\_\_\_\_

### Release for Medical Treatment (as previously agreed to when you registered online):

In the event, that my child, \_\_\_\_\_, should become ill or injured at Casa Mañana I hereby give a representative of Casa Mañana permission to pursue and obtain medical treatment for my child. I also hereby release Casa Mañana, Inc. and the staff of Casa Mañana from any liability pertaining to above illness or injury related to class.

Parent Signature

Date



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# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE

## Authorization For Written Materials/Photographs

### Fall 2023

By completing my registration, I hereby authorize Casa Mañana to use, reproduce, and/or publish all written and/or visual materials, including photographs that may pertain to me. I understand that this material may be used in various publications, public affairs releases, recruitment materials, or for other related endeavors. This material may also appear on Casa Mañana's Internet Web Page. Consequently, Casa Mañana may publish materials, use my name, photograph, and/or refer to me in any manner that Casa Mañana deems appropriate to promote/publicize any endeavors deemed appropriate.

**My signature states I have read and understand the policy above.**

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Date

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Parent/Legal Guardian Signature



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# CASA MAÑANA SCHOOL FOR MUSICAL THEATRE

## Assumption of Risk and Release of Liability

### Fall 2023

Casa Mañana Inc. ("Casa") has put in place preventative measures to reduce the spread of COVID-19 and other diseases during classes; however, Casa **cannot guarantee** that you or your child(ren) will not become infected with COVID-19, flu, RSV, or other infectious diseases. By signing this Assumption of Risk and Release of Liability, I acknowledge the contagious nature of diseases and voluntarily assume the risk that my child(ren) and I may be exposed to, or infected with, a contagious disease while attending Casa Mañana School for Musical Theatre classes and that such exposure or infection may result in personal injury, illness, permanent disability and/or death. I understand that the risk of becoming exposed to or infected at a Casa Mañana School for Musical Theatre Class may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Casa employees, volunteers, and program participants and their families. I further consent to allowing Casa to monitor my child(ren)'s health during his/her/their class enrollment.

**In consideration of Casa considering allowing, or allowing, my child(ren) to participate in one or more Casa Mañana School for Musical Theatre Classes, I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Casa or participation in Casa programming (the "Claims"). On my behalf, and on behalf of my children, based on Casa considering allowing, or allowing, my child(ren) to participate in one or more Casa Mañana School for Musical Theatre Classes, I hereby release, covenant not to sue, discharge, and hold harmless Casa and its employees, directors, agents, and representatives (the "Released Parties"), of and from all Claims, including all liabilities, actions, damages, costs or expenses of any kind arising out of or relating to any Claims, specifically including, without limitation, any Claims resulting from, or caused (in whole or in part) by the negligence of the Released Parties.**

It is my express intent to release the Released Parties from the consequence of their own negligence, whether that negligence is the sole or a contributory cause of any Claim including, but not limited to, a Claim related to a COVID-19 or other contagious disease infection, whether the COVID-19 or other contagious disease infection occurs before, during, or after participating in any Casa program.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Name of Student(s)



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**casa  
mañana  
SCHOOL  
FOR  
MUSICAL  
THEATRE**

## IMPORTANT CONTACTS

*(Please add to your contact list.)*

### **The Education Department**

[education@casamanana.org](mailto:education@casamanana.org)

817-321-5040

### **Kelsey Dahlke, Director of the School for Musical Theatre**

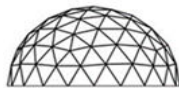
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### **Katie Blanton, Education Manager**

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