



PERFORMING STARS
Our Kids Thrive™

HANDBOOK



PERFORMING STARS
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WELCOME!

Glad to know you! Glad to have you with us!

Welcome aboard! These familiar words of greeting express our pleasure in having you join the Performing Stars of Marin!

You are a very special person...we have confidence in your ability, and you have our pledge of fair play in exchange for your effort and loyalty.

We are glad to know you, and are happy to have you with us!

Kindest Regards,

Felicia Gaston,

Executive Director

February 2015

ADMISSION POLICY

As a youth organization committed to the development of the whole person, Performing Stars of Marin bases acceptance on the following criteria:

A personal interview of the student and the parents by a program representative to determine, among other things, their willingness to support Performing Stars' values, and their interests in joining the program.

Agreement to maintain satisfactory attendance and participation in the program. The children will be involved in a change and growth process, and every effort is made to involve the children's families in this same process.

Soon after admission, an appropriate program is developed for each child.

Progress of the child is reviewed every six months. This is an on-going process which includes modifications to the original program as the child progresses. When your child has completed the courses in which he or she is enrolled, Performing Stars will recommend the next step in the program.

Performing Stars does not discriminate on the basis of sex, race, color, religion or ethnic origin in its admission policy.

REQUIREMENTS FOR THE PERFORMING STARS

BEING A MEMBER OF THE PERFORMING STARS OF MARIN MEANS:

You will have to put in hours and hours of physical work, dancing and rehearsals – often at the classroom studio – and during performances.

You'll have to work well with the group, which takes patience and perseverance.

You'll be expected to do a lot of memorizing, and to concentrate hard on your activities.

You must be willing to cooperate and compromise at all times and in all activities.

You must learn to handle responsibility and time pressure.

Finally, it means that Performing Stars takes time, and you'll have to balance your responsibilities with your academic subjects, school activities, private lessons, and time for family and friends, church and community obligations.

FELECIA GASTON, EXECUTIVE DIRECTOR STATEMENT OF POLICY

PERFORMING STARS OF MARIN is a program dedicated to building pride, discipline, character, and self-esteem in the hearts and lives of low income and minority children in Marin County.

To accomplish these aims, it is the intention and policy of Performing Stars of Marin to:

Provide neighborhood arts programs, including social skills classes, enrolling children from ages three through twelve years of age,

Provide community outreach, working in close cooperation with existing service agencies to avoid duplication of effort and,

Coordinate and provide support services for scholarship programs in cooperation with established arts programs in Marin County.

GOALS FOR PERFORMING STARS TO THE PARENT

PERFORMING STARS will grade your child as follows:

Excellent, Good, Satisfactory.

In reporting to you, the parent, we will provide information on the achievement of your child. We will also report on the progress he or she is making as a learner, and on his or her progress in citizenship and work habits. The achievement profile is just one of the ways we want to communicate with you. You are always welcome and encouraged to come for conferences, as well as to many of the meetings we offer to explain the programs in which your child is participating.

PROGRAM GOALS DEVELOPING SKILLS IN:

Achievement

Effort

Comprehension

Listening

Speaking

Written Expression

Good Work Habits

Following Directions

Beginning on Time

Completing on Time

Working Independently

Working Neatly

Concentration

Vocal Expression/Enunciation

Presentation of Ideas

Comprehension and Alertness

PROGRAM GOALS

DEVELOPING CITIZENSHIP IN:

Displaying Self-control
Accepting Constructive Criticism
Assuming Responsibilities
Following Rules
Demonstrating Good Behavior
Being Courteous
Getting Along with Others
Practicing Good Sportsmanship

DEVELOPING GOOD PERSONAL ATTRIBUTES:

Good Appearance, Neatness
Poise
Tact, Cooperativeness, Sociability
Good Manners and Mannerisms
Leadership Skills
Emotional Control
Good Judgment
Motivation
Health and Well-Being
A Strong Personal Image
Eliminating Self-Defeating Habits
A Sense of Purpose for Living
Improving Relationships
Peace of Mind and Happiness
A Sense of Career Goals
Ways to be of Service to Others
Increased Conscious Contact with God
More Effective Communication with Others

Merit System

Goal: Performing Stars' goal is to have each child earn and retain at least 100 merit points during each year of program participation.

MERITS	CREDIT
Attendance	
10	Performing with group
3	Attending a Practice
3	Attending a weekly meeting or an activity
3	Being on time
Uniforms	
10	Wearing uniform when required
5	Returning complete uniform immediately after performance
Conduct	
10	Cooperating with Group Leaders, other members and director
10	Representing the organization and team with good conduct in practice, performance, meetings, activities and travel while in uniform
10	Paying attention during practices, performances and meetings
10	Perfecting a routine
10	Fulfilling an assignment

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DEMERITS

Attendance

- 10 Missing one performance unexcused
 - 3 Missing one practice unexcused
 - 3 Missing one meeting or activity unexcused
 - 3 Being late (one point for every five minutes; up to fifteen minutes is an unexcused absence)
-

Uniforms

- 10 Not wearing complete uniform when required
 - 3 Incomplete or untidy uniform at any time
 - 3 Not returning complete uniform no later than one day after performance
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Conduct

- 4 Chewing gum, eating candy or food or drinking during practice, performances or meetings
 - 4 Bringing distractions (for instance radios, cell phones, iPods, mp3 players or other audio/ media tools) to practices
 - 10 Not cooperating with Group Leaders or with other members or directors
 - 5 Poor conduct...including attracting undesirable attention, using undesirable language, behaving in an unbecoming manner; asking more than twice, or taking up more than two minutes of the Leader or Director's time about instructions.
 - 10 Not making an effort to perfect routines and/or fulfill assignments.
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PERFORMING STARS OF MARIN CONSTITUTION

ARTICLE I – NAME

The official name of the program is “PERFORMING STARS OF MARIN.”

ARTICLE II – MISSION

To establish pride, character, discipline and self-esteem in the hearts and lives of low-income and multi-cultural children in Marin County, California, through enrolling youth ages three through twelve in neighborhood lessons in the performing, visual, literary arts and other enrichment programs.

ARTICLE III – PURPOSE

To foster development of such qualities as community spirit, loyalty, good sportsmanship, cooperativeness, friendliness, fellowship, high moral standards, fairness, courtesy, self-control, respect, enthusiasm, good communication, leadership and positive attitudes.

To foster development of creativity, poise, good posture, physical fitness, and skills in dancing, singing, acting, music, marching, and in the visual, literary arts and other enrichment programs.

To provide opportunities for performance at various special events to showcase talent.

ARTICLE IV – MEMBERSHIP ELIGIBILITY

Eligibility for participation in the program is limited to families who are low and moderate-income.

Each child enrolled in Performing Stars of Marin must be enrolled in a public or private school. The child and his or her family must have shown interest in the Performing Stars program, and parents or guardian must be willing to actively support their child’s interest and participation in the group. Parents or guardian must agree to make a volunteer work contribution to the program, including attendance at monthly parent meetings.

Each family must be able to meet the minimum financial obligations of the program.

Each child enrolled by Performing Stars must live in Marin County.

Performing Stars of Marin does not discriminate on the basis of sex, race, color, religion or ethnic origin in its admission policy.

ARTICLE V – ADMISSION AND PARTICIPATION

As a youth organization committed to the development of the whole person, Performing Stars of Marin bases acceptance on the following criteria: a personal interview of the student and parents by a program representative will be conducted to determine among other things, their willingness to support Performing Stars' values, and their interest in joining the program.

Satisfactory attendance and participation in the program is required. The children will be involved in a change and growth process, and every effort is made to involve the children's families in the process.

Soon after admission, an appropriate program is developed for each child.

Progress of the child and his or her family is reviewed every four to six months. This is an on-going process which includes modifications to the original program as the child progresses. When the child has completed the courses in which he or she is enrolled, Performing Stars will recommend the next step in the program.

Each child enrolled must participate in the Social Skills program, and he or she will also participate in at least one selected arts discipline, as well.

ARTICLE VI – PERIOD OF ENROLLMENT

The period of enrollment shall be for one year.

ARTICLE VII – LOSS OF MEMBERSHIP

Each child enrolled in the program may earn merits and demerits. He or she begins with zero demerits, but if the child accumulates more than the allowable amount, he or she will be dismissed from the program. This is discussed in detail in the section of this policy book entitled "MERITS AND DEMERITS."

ARTICLE VIII – AUDITIONS

Performing Stars establishes guidelines for the selection of students for its various programs, and sets dates for pre-tryout meetings, training sessions, preliminary tryouts and finals. Established members are automatically retained in the program every year.

ARTICLE IX – UNIFORMS AND EQUIPMENT

Performing Stars issues and collects uniforms and equipment after each rehearsal or performance. Parents will be required to help with cost of uniforms.

Performing Stars will determine the style and type of all new uniforms and costumes, and how frequently new ones will be purchased.

It is the responsibility of the participant to keep uniforms and equipment clean and in good condition.

The teacher or advisor will decide when costumes and uniforms are to be worn.

ARTICLE X – EXPENSES/DUES

Performing Stars dues are \$5.00 per month (\$1.25 per week) per child.

ARTICLE XI – VOLUNTEER HOURS

Parents/guardians are expected to volunteer to the program. This time may include the following duties: chaperoning, attending meetings, preparing food, assisting in fundraisers, etc., and making sure their child attends all classes.

ARTICLE XII – CODE OF CONDUCT

This section outlines expected responsible behavior in the areas of scholarship, attitude, attendance and conduct. We understand that all young people involved in Performing Stars of Marin are intelligent, mature and committed to getting the most out of our program, the following rules are set out for guidance and necessary action in the interest of safety, harmony and human growth.

1. All of you will be treated with dignity and respect. The same treatment of adult and student teachers will be expected from you. There will be no talking back to teachers or authority figures while in this program.
2. There will be no gum-chewing, no sunflower seeds, no eating or drinking in classrooms except as part of classroom studies. All property is to be treated with respect.
3. Please maintain your composure when you feel corrected. Watch your body language (no rolling eyes, muttering, hands on hips, etc.). Be patient. Don't "trip" over disagreements.
4. There will be no running up and down the stairs. Turning the lights off in classroom or bathroom.
5. We believe all of us are special and unique even though from different backgrounds, races, schools, etc. There will be no put-downs of anybody in any way, shape or form, ANYTIME.
6. In the interest of promoting SUCCESSFUL SOCIAL BEHAVIORS, as well as the discipline required in a cooperative atmosphere, ALL INSTRUCTORS will be treated with respect and courtesy. Also, when you have not heard or understood a question or direction, what you must say is, "EXCUSE ME?," or "SAY AGAIN, PLEASE?," or "WOULD YOU REPEAT THE QUESTION/ DIRECTION, PLEASE," or "PARDON?" but not YEAH? or HUH?
7. We will not tolerate rudeness. Do not disturb or disrupt the class. THIS IS A SERIOUS OFFENSE, AND YOU MAY GET PUT OUT OF YOUR CLASS OVER THIS.
8. Profanity, profane hand signals, spitting, or negative language of any sort will be grounds for discipline or dismissal.

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9. In the interest of safety, there will be no horseplay allowed in classrooms or at performances. You may not even touch another person UNLESS ALLOWED BY TEACHERS as part of instruction, such as First Aid, acting, dancing, or hugging.

10. Keep your personal electronics at home. Do not bring them to class. These are distractors to good class habits. They will be taken from you and returned after class if you DO bring them.

11. No pets are allowed unless authorized.

12. There will be no use of the telephone without permission.

13. There will be no guests allowed (unless in emergency or by special permission).

14. Students will respect personal property of others and will not take property from other people's bags or belongings.

15. Persistent misbehavior, inattention or disrespect, and absences will result in student being removed from program or class. Discussion with program coordinator teacher and parent is necessary.

VAN RULES

When riding in the Van:

- Student will not yell or talk aloud, it distracts the driver.
- Student will sit back in the seat, no leaning or jumping up and down.
- Student will always wear seat belts.
- Student will wait until the driver stops and the coordinator opens the door and lets you in or out.
- Student will be allowed to eat on van to classes but must clean their area.

THE LAST RULE COVERS ANY OTHER SITUATION: GOLDEN RULE:

DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU!

THESE RULES ARE FOR YOUR BENEFIT. ENJOY YOUR CLASS WITH PERFORMING STARS.

PERFORMING STARS OF MARIN AGREEMENT

I have read this booklet, and I agree to abide by the rules and regulations of Performing Stars of Marin as stated herein.

I am willing to accept the responsibility of being a member of Performing Stars, and I will support all activities to the best of my ability.

I understand that members of Performing Stars must work closely with each other and with their teacher or advisor, and that they and the Director may expect me to perform at various events.

I understand that the Director, my advisor or teacher will have the final word in all planned activities.

CHILD'S SIGNATURE

PARENT/GUARDIAN'S SIGNATURE

DATE _____

As a parent/guardian, I am willing to support my child in all his or her activities in Performing Stars. I will help him or her to realize the responsibility connected with this membership. I will give financial support to Performing Stars through the established monthly dues, and I agree to volunteer support. I have read this booklet, and the Performing Stars Constitution, and I am willing to help and encourage my child to abide by its rules.

PARENT/GUARDIAN'S SIGNATURE

DATE _____

PARENT/GUARDIAN'S SIGNATURE

DATE _____

PERFORMING STARS OF MARIN

Felecia Gaston, Executive Director

AREAS CURRENTLY SERVED

Marin City

Mill Valley

Novato

San Rafael

Sausalito

Tiburon

PERFORMING STARS OF MARIN

is a program dedicated to building pride, discipline,
character and self-esteem in the hearts and minds
of low-income and multi-cultural children in Marin's Society.

OFFICE LOCATION

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