

the marsh youth theater

Parent and Guardian Guide

Welcome to the Marsh Youth Theater!

We are pleased to acknowledge your application and welcome your family to The Marsh.

Your child (children)

is registered for _____

This first class begins _____

____ You have requested a financial aid application. If you are applying for our sliding scale tuition program, please fill out the enclosed Financial Aid forms so that we can determine your tuition level.

____ Your balance due is \$ _____. Please be sure to bring a check on the first day of the program if you have a balance due.

Please read this guide to help you learn about MYT and answer some frequently asked questions:

What are the forms that I received in this packet?

- **Emergency Form.** This form is essential in the case of a medical emergency and to keep MYT a safe environment. Please fill out this form accurately and completely on both sides and The Marsh as soon as possible. We need to have this form before you leave your child with us at the first session; your child cannot participate without it.
- **Financial Aid Letter and Forms (if requested.)** Read the introductory letter carefully and return the completed application and volunteer form with your emergency form and any payments.

How do I drop off or pick up my child?

- Parking around The Marsh is usually available in metered parking on Valencia, or one hour parking around the corner on 22nd. There is also an inexpensive parking lot on 21st street between Valencia and Mission. You can use passenger zone on 22nd Street in front of the Social Security building for very quick drop-offs. We recommend that you not part in the middle of Valencia Street, as you will be ticketed.
- It's important for teaching consistency that all students are present and on time to class. As you drop off your child, always remember to sign them in. At the end of the class, be sure to sign them out by initialing the date again.
- In you plan to have another adult pick up your child, please give us a call at 826-5750 X3, or send us a e-mail at myt@themarsh.org. If you are unexpectedly late, call our cell phone to let us know: 415-571-1234. If the teacher needs to leave, your child will be escorted to The Marsh Cafe, located right next-door and supervised by the cafe employees until you arrive. Please be on time for pick-ups!

What should my child bring to class?

- Children should wear loose dance clothes such as sweat pants and tee shirts.
- Something to tie back long hair.
- A water bottle- there is no water fountain available at The Marsh.
- A snack and a lunch. Please no soda or fast food!
- **And please don't bring:** electronics and cell phones. If your child must have them, they need to be put away for the entire day. Messages to your children should go through the MYT phone: 415-571-1234.

When are MYT performances?

At the end of the session, our workshops culminate in performances that you, your friends, and family are invited to attend. We will let you know details about performance dates and times throughout the session. There is a strike and clean up after the final performance, and we often celebrate with a potluck cast party.

How can I arrange to meet with teachers?

MYT teachers are open to all feedback and comments by parents. We are committed to making your family's experience at MYT a positive one. If you want to talk with a teacher the best time is usually after class, or at a prearranged time that works for both you and the teacher. If you want to direct issues to the Program Director Emily Klion, call 415-826-5750 X3 or e-mail her at myt@themarsh.org. She can forward messages to teachers as well.

On rare occasions, MYT may find that a student may not be suitable for a particular class. In this case, meetings with parents, the teacher, and the Program Director are held. We retain the right to dismiss students.

What is the refund policy?

All deposits are non-refundable. Tuition is due in full on the first day of the program, or in the case of summer programs on June 30, and is non-refundable thereafter. Payment plans can be arranged; talk to the Program Director for details.

How can I volunteer?

We welcome all parents to volunteer at MYT. You can help with costume making, set building and many other opportunities. If you are receiving Financial Aid, you will be required to do some volunteer time in trade for your tuition. See the financial form for more information on this.

Even if you cannot find time to volunteer at MYT, **you can help us by distributing brochures and spreading the word about us. MYT is still a new program, so we encourage you and your child to invite other friends and schoolmates to join us this summer.**

Any other questions?

Please don't hesitate to e-mail Program Director Emily Klion at myt@themarsh.org for any reason. You can reach Emily directly by phone on the Marsh's cell phone: **415-571-1234** or leave a message at **415-826-5750 ext. 3**. We look forward to working with you and your children. See you at the Marsh!

Sincerely,
Emily Klion, Director, Marsh Youth Theater

The Marsh Youth Theater

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or email:

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