Crystal Theatre  
Parent/Guardian Important Reminders  
Please Read Carefully!

Contact:
- Crystal Theatre office phone: 203-614-1602 (Main Phone Number)
- Ben Franklin Studio phone: 203-838-7150 (To reach us during class hours only)
- Email: crysthr@optonline.net

Location:
- All classes and shows are held at the Ben Franklin Theatre & Studio  
66 Bayview Ave. Norwalk, CT 06854

  - **Parking:** Anyone dropping off or picking up a student MUST use the parking lots off of Bayview Ave. or Hillside St. No one under any circumstances (late arrival, early pick-up, inclement weather, sibling sleeping) may drop off or pick up in the driveway off of Flax Hill Rd. That is the PRIVATE driveway for the neighboring condominiums. Using that driveway will jeopardize our lease with the city if residents continue to complain. Please make sure other members of your family or friends who might be dropping off or picking up are aware of our parking procedure.
  
  - **Class Entrance:** Enter & Exit through the big theatre doors under the CRYSTAL THEATRE banner.
  
  - **Drop-off and Pick-up:** All students under the age of 16 must be escorted into the building by an adult at drop-off and must be escorted out of the building by an adult at pick-up.
  
  - **Mailing Address:** Our business and mailing address is 12 June Ave. Norwalk, CT 06850 (Please mail payments and all other correspondence to this address ONLY! NO Classes or Shows take place at this address.)

Cancellations:
- Please check for snow or inclement weather cancellations on our web-site: www.crystaltheatre.org.
- We will also email you about weather cancellations. We generally cancel when the Norwalk Public Schools cancel
Behavior:

- Crystal Theatre is a Bully-Free Zone.
- All our students and staff agree to follow: The Crystal Theatre Agreements
  - No Put-Downs Inside or Outside of Class
  - Respect Classmates, Staff, Yourself and Your Surroundings
  - Listen attentively to those who are speaking and/or singing

First Day of Class:

- All students need jazz, ballet or isotoner slippers for the first day of class and every class! Students will also wear these shoes for the show. Please have your child change into his or her dance shoes once inside the building. Wearing jazz, ballet or isotoner slippers outside on the pavement or grass will ruin the bottom of the shoes and will also track mud and dirt onto our dance floor! (Jazz & ballet shoes can be purchased at Payless or Attitude Dance Shop on Westport Ave., Norwalk. Isotoner slippers can be purchased at Kohls and Walmart.)

- Bring a 1” 3-ring binder: 2nd – 12th graders will receive an audition script the first day of class. The full script will be given by the 3rd or 4th class. Kindergarten and 1st grade students will receive a full script by the 3rd or 4th class. In the full script, the dialogue and music your child needs to know will be highlighted so that you can help your child learn his or her part. Scripts (audition and/or full) should be brought to class each week.

Rehearsals:

- Please read the rehearsal schedule very carefully. It is important that your child be at every rehearsal. Please no more than 2 absences. This is for your child's benefit as well as everyone else's. Theatre is a team effort!

- Dress Rehearsals are mandatory! This is the only time the students get to run through the entire show on stage with sets, costumes, lights, sound and the band.

- Please inform us of any rehearsal conflicts your child might have as soon as possible.
**Practicing at Home**

- Once your child has received his or her part, he or she must practice at home every day for about 15 minutes. Your child will also receive a CD which includes the music from the show. For students in grades Kindergarten – 4th Grade the dialogue is also included on the CD.

- Your child should practice:
  - Memorizing his or her lines
  - Memorizing when to say the lines (knowing your cue line is important)
  - Memorizing songs & solos
  - Practicing the choreography to songs

- Especially for younger students, we encourage parents to sit with their child and help memorize lines. It can be overwhelming to attempt to memorize every line in one sitting. We suggest working on a few lines a night and to continue reviewing up to show day.

- Please make sure your child is not waiting until the week before the show to memorize lines and songs. *The more prepared your child is with his or her lines, songs and choreography, the more he or she can focus on “Acting” the part! That's the fun part!*

**Costumes:**

- We provide the majority of your child’s costume. **You will be responsible for providing your child’s footwear (jazz, ballet or isotoner slippers) and tights or socks (for boys).** On occasion we ask parents to supply other pieces of the costume such as turtlenecks, leggings, dress pants, etc. We will send home a costume notice closer to the show date letting you know if any of these items are needed.

**Tickets:**

- Tickets for all performances can be purchased on our website, [www.crystaltheatre.org](http://www.crystaltheatre.org). You will receive an email stating the date and time tickets for your child's show will go on sale. Seating is assigned. Always print your tickets and bring them with you to the show. Tickets can always be purchased at the door the day of the show. **Tickets, especially for our younger student performances, sell out quickly. We advise to always buy your tickets well in advance.**

- The performances for Pre-K Storybook Theatre are free.

- Our theater is just big enough. Therefore, every seat is a good seat!