

MINORS

A SUMMARY OF RULES AND REGULATIONS FOR EMPLOYMENT OF MINORS IN THE ENTERTAINMENT INDUSTRY

SUMMARY OF REGULATIONS GOVERNING EMPLOYMENT OF MINORS CALIFORNIA LABOR CODE - TITLE 8

NOTE: References are to California labor Code, Title 8, unless otherwise indicated.

1. DEFINITION OF A MINOR [Section 11750]

A minor, in accordance with the California Labor Code [Section 1286 (c)], is any person under the age of 18 years who is subject to California's compulsory education law. Minors who have a high school education or its equivalent are exempt from the regulations. However, emancipated minors are not necessarily exempt from the regulations, since emancipation does not automatically exempt a minor from the compulsory education laws. An emancipated minor is not required to obtain parental consent to work. A work permit must still be obtained. The only minors exempt from work permit requirements are those with a high school education or its equivalent.

2. TYPE OF WORK OR ACTIVITIES; EMPLOYERS PERMIT TO EMPLOY MINORS [Section 11751 (b); Section 11752]

Employers who wish to hire minors in the entertainment industry must apply for a permit with the Division of Labor Standards Enforcement (DLSE) and can only employ minors in such work or activity which is not hazardous or detrimental to the health, safety, morals or education of the minor. Proof of workers' compensation insurance is required to obtain the permit. DLSE must issue the permit if the employer has satisfied the conditions as to permissible work or activity. The permit does not require renewal unless workers' compensation has lapsed or the DLSE has revoked the permit.

3. MINOR'S WORK PERMIT [Section 11753]

An entertainment work permit may be issued to a minor by any of the DLSE's district offices. Such a permit must be issued if:

- A) The minor provides the district office with written verification regarding the minor's school attendance and record; and
- B) The minor provides proof that he or she satisfies the school district's requirements as to age, school record, attendance, and health.

The Labor Commissioner may require a physical examination in appropriate cases. The permit is good for six months whereupon a renewal is required.

4. BLANKET PERMITS [Section 11754]

Blanket work permits may be granted to groups and organizations of minors. Such a permit is valid only for the particular production issued and only for the period of time specified in the permit. Special arrangements may be made for studio teachers required with groups of minors in excess of 100. Additionally, one parent or guardian must be provided for every 20 minors. An application for blanket permit must be supported by proof that the minors are covered by workers' compensation insurance.

5. STUDIO TEACHERS' QUALIFICATIONS [Section 11755]

Studio teachers must hold both a current California Elementary and a current Secondary Teaching Credential, and they must be certified by the Labor Commissioner pursuant to a written examination. The certificate is good for three years.

6. STUDIO TEACHER'S AUTHORITY [Section 11755.3]

The studio teacher is responsible for providing for the education of all minors who are subject to California's compulsory education laws. Additionally, studio teachers have the responsibility for caring and attending to the health, safety and morals of minors under the age of 16. In so doing, the studio teacher shall consider the minor's working conditions, physical surroundings, mental and physical fatigue,

age, agility, strength and stamina. A studio teacher can refuse to allow a minor to work on a set or location which, in the teacher's opinion jeopardizes the health, safety or morals of the minor. A decision of a studio teacher may be appealed to the Labor Commissioner who may confirm or countermand such decision.

7. APPLICATION OF THE REGULATIONS [Section 11756]

The Labor Commissioner's regulations apply (including the requirement that a studio teacher accompany the minor) out of the state if all of the following conditions are present:

- A) The minor is a resident of California.
- B) The employer is located in California.
- C) The contractual arrangements by which the minor is employed are made in California.

8. PRESENCE OF PARENT OR GUARDIAN [Section 11757]

A parent or guardian shall be within sight or sound at all times of all minors under the age of 16 years.

9. SANCTIONS FOR VIOLATION OF THE REGULATIONS [Section 11758]

Where an employer violates the Regulations, the Labor Commissioner's representative has discretion to deny, suspend or revoke that employer's permit to employ minors. The same sanctions exist against an employer who discriminates against a studio teacher. An employer whose permit has been deemed suspended or revoked has direct appeal right to the Labor Commissioner and a right to a hearing.

10. TRAVEL TIME [Section 11759]

Travel from a studio to location or vice versa, is part of the minor's work day. Although Section 11759 does not expressly refer to "report to" locations, the Labor Commissioner's position is that the travel time from the studio to the report to location is to be calculated and only that time is credited against the minor's work day.

All travel time from studio to a location or from location to studio shall count as part of the working day of the minor. (8 CCR 11759a)

With respect to overnight locations, travel from the minor's living quarters to the set or vice versa is not work time provided that:

- A) Such travel time does not exceed 45 minutes; and
- B) The company provides for the minor's transportation.

The studio teacher can make reasonable changes either to extend or shorten the amount of travel time subject to work time for minors on overnight locations.

11. MINOR'S WORKING HOURS [Section 11760]

Under Section 1391, minors may not be employed more than eight hours in one day or more than 48 hours in one week, or before 5 a.m. or after 10 p.m., except that a minor may be employed until 12:30 a.m. in the morning of a non-school day. Under Section 1308.5 (4), minors between the ages of 8 and 18 years who are engaged in a performance that starts before 10 p.m. may continue in that performance past 10 p.m. but not beyond 12 p.m. (12:30 a.m. on the morning of a non-school day), provided that the Labor Commissioner has given written authorization to do so.

Minors who attend regular school may not work in the entertainment industry for the same number of hours as minors tutored by studio teachers. Minors taught by a studio teacher need only be instructed for three hours a day [EC 48224; 8CCR 11760] while minors in regular school are generally required to attend school for a much longer time. Clearly, minors who attend regular school cannot assume the same work hour burden as tutored minors. Consequently, the Division adopted an enforcement policy for minors who attend regular school. This policy computes the length of the workday for minors who attend regular school by subtracting six hours from the maximum number of hours that tutored minors are permitted on set when school is in session. For example, tutored minors nine to 16 years of age are permitted to be on set for up to nine hours, therefore minors who attended regular school on a workday would be permitted to be on set for up to three hours. Such workdays for minors attending regular school do not require a one-hour rest and recreation period, but they may be extended one-half hour by a meal period. Finally the Division's policy always assumes that the minor who attends regular school always attends for at least six hours. Thus, in an effort to safeguard the minor's educational interest, an

artificially shortened regular school day is never allowed to result in an employer benefit of extended work hours.

Nothing in DLSE's policy for minors who attend regular school may be construed to allow those minors to work during regular school hours. DLSE's policy is specifically designed to dissuade any interruption of a minor's regular school attendance requirements.

GENERAL REGULATIONS

AGES	TIME ON SET	TIME AT WORK	SCHOOL	REST AND RECREATION	TOTAL TIME INCLUDES MEAL
15 days to 6 months	2 hours	20 min.		1 hour 40 min.	2 hours*
6 months to 2 years	4 hours	2 hours		2 hours	4-1/2 hours
2 years thru 5 years	6 hours	3 hours		3 hours	6-1/2 hours
6 years thru 8 years	8 hours	4 hours	3 hours	1 hour	8-1/2 hours
		6 hours	vacation	2 hours	
9 years thru 15 years	9 hours	5 hours	3 hours	1 hour	9-1/2 hours
		7 hours	vacation	2 hours	
16 and 17 years	10 hours	6 hours	3 hours	1 hour	10-1/2 hours
		8 hours	vacation or graduation	2 hours	

*Work time for infants under six months of age must be either between 9:30 and 11:30 a.m., or between 2:30 and 4:30 p.m. [8 CCR 11764].

New School Hours - Minors in grades one through six must be tutored between 7 A.M. and 4 P.M. Minors in grades seven through twelve must be tutored between 7 A.M. and 7 P.M. [EC 48225.5]

12. TWO CONSECUTIVE DAYS ABSENCE FROM SCHOOL [Section 11760 (h)]

Minors between the ages of 14 and 18 years, with the school's written permission, can work for two consecutive days at no more than eight hours per day. Presumably this is without the necessity of fulfilling any daily education requirement. However, this would not exempt the requirement that a studio teacher be present for those minors aged 14 and 15.

13. TWELVE HOUR TURNAROUND TIME [Section 11760 (i)]

Twelve hours must elapse between a minor's time of dismissal and time of call on the following day. If the minor's regular school starts less than 12 hours after dismissal time, then the minor must be schooled the following day at the set.

14. MEAL PERIODS [Section 11761]

All hours for the minor are exclusive of no less than a one-half hour meal period.

15. WARDROBE, MAKE-UP, HAIRDRESSING, AUDIO-RECORDING, ETC. [Section 11762]

No minor under the age of 16 may be sent to wardrobe, make-up, hairdressing or employed in any manner unless under the general supervision of a studio teacher. If any such minor is not called to the set but is called for a period up to one hour into wardrobe, make-up, hair dressing, promotional publicity, personal appearances, or for audio recording, on a non-school day, a studio teacher need not be present but the minor must be accompanied by a parent or guardian. Example: If a child under the age of 16 attends school and on that same day is subsequently sent to wardrobe, hairdressing, promotional publicity, personal appearances or audio recording, a studio teacher must be present to supervise that child. The only time a studio teacher is not required under this regulation is when the student conducts these activities on a scheduled holiday or weekend but the minor must be accompanied by a parent or guardian.

16. USE OF STUDIO TEACHERS [Section 11755.2; 11760]

Employers shall provide a studio teacher on call for minors from age 15 days to their 16th birthday and for minors aged 16 and 17 when required for the education of the minor. One (1) teacher must be provided

for each group of 10 or fewer minors when school is in session. When school is not in session, one (1) teacher may be provided for every group of 1 to 20 minors. With respect to infants from 15 days to 6 weeks of age, a nurse and a studio teacher must be provided for each 3 or fewer babies. For infants from 6 weeks to 6 months, one nurse and one studio teacher must be provided for each group of 10 or fewer babies.

Any unusual conditions or circumstances or unclear sections should be confirmed by the Labor Commissioner at one of the DLSE offices.

DIVISION OF LABOR STANDARDS ENFORCEMENT (DLSE)

DLSE Los Angeles

320 W. 4th St., Suite 450
Los Angeles, CA 90013
213-620-6330
213-576-6227

DLSE San Francisco -- Headquarters

455 Golden Gate Ave. 9th Floor
San Francisco, CA 94102
415-703-4810

DLSE Van Nuys

6150 Van Nuys Blvd., Rm. 206
Van Nuys, CA 91401
818-901-5315
818-908-4556

DLSE Long Beach

300 Oceangate, Suite 302
Long Beach, CA 90802
562-590-5048
562-491-0160

DLSE San Diego

7575 Metropolitan Drive, Rm. 210
San Diego, CA 92108
619-220-5451
619-682-7221

Website:

www.dir.ca.gov/dlse

REQUIREMENTS FOR ALL SCHOOL AGE CHILDREN

Whenever school is IN SESSION, the application MUST be completed by an authorized school official as stated above and DATED NOT MORE THAN A MONTH PRIOR TO SUBMITTING APPLICATION.

Whenever school is NOT IN SESSION, (i.e., Summer Break, Easter Break, Christmas Break), minors recent report card will be accepted. **GRADES MUST BE 'C' OR ABOVE IN ALL ACADEMIC SUBJECTS. WE DO NOT USE GPAs.**

If a minor is from out of state, his/her most recent report card or letter from the school principal, on school letterhead, stating minor is "Satisfactory" in all academic subjects, health and attendance is required.

PERMITS ARE NOT DONE BY FAX. THERE IS NO FEE FOR THIS SERVICE.

DISTRICT OFFICE LOCATION

	General Office	Wage & Hour Issues
BAKERSFIELD – 5555 California Ave., Ste. 200, CA 93309	661-395-2710	661-859-2462
EL CENTRO – 1550 W. Main St., CA 92243	760-353-0607	760-353-2544
EUREKA – 619 2 nd St, Rm. 109, CA 95501	707-445-6613	707-441-4604
FRESNO – 770 E. Shaw Ave., Ste. 222, CA 93710	559-244-5340	559-248-8398
LONG BEACH – 300 Oceangate, Ste. 302, CA 90802	562-590-5048	562-491-0160
LOS ANGELES – 320 W. 4th St., Ste. 450, CA 90013	213-620-6330	213-576-6227
OAKLAND – 1515 Clay St., Ste. 801, CA 94612	510-622-3273	510-622-2660
REDDING – 2115 Civic Center Dr., Rm. 17, CA 96001	530-225-2655	530-229-0565
SACRAMENTO – 2031 Howe Ave., Ste. 100, CA 95825	916-263-1811	916-263-5378
SALINAS – 1870 N. Main St., Ste. 150, CA 93906	831-443-3041	831-443-3029
SAN BERNARDINO – 464 W. Fourth St., Rm. 348, CA 92401	909-383-4334	909-889-8120
SAN DIEGO – 7575 Metropolitan Dr., Rm. 210, CA 92108	619-220-5451	619-682-7221
SAN FRANCISCO – 455 Golden Gate Ave., 10th floor, CA 94102	415-703-5300	415-703-5444
SAN FRANCISCO –Headquarters – 455 Golden Gate Ave., 9th floor, CA 94102	415-703-4810	
SAN JOSE – 100 Paseo de San Antonio, Rm. 120, CA 95113	408-277-1266	408-277-3711
SANTA ANA – 605 W. Santa Ana Blvd., Bldg. 28/Rm. 625 , CA 92701	714-558-4910	714-558-4574
SANTA BARBARA – 411 E. Canon Perdido, Rm. 3, CA 93101	805-568-1222	805-965-7214
SANTA ROSA – 50 "D" St., Ste. 360, CA 95404	707-576-2362	707-576-2459
STOCKTON – 31 E. Channel St., Rm. 317, CA 95202	209-948-7771	209-941-1906
VAN NUYS – 6150 Van Nuys Blvd., Rm. 206, CA 91401	818-901-5315	818-908-4556
VAN NUYS – Entertainment Work Permits – 6150 Van Nuys Blvd., Rm. 100, CA 9140 (<i>Walk-In service available here; 8AM-4:45PM; M-F</i>)	818-901-5484	

PROCEDURE FOR OBTAINING AN 'ENTERTAINMENT' WORK PERMIT

NEW:

- 1.) Application Form: Can be obtained for any of our DLSE Offices.
- 2.) Parent/Guardian: Complete all requested information on front of application.
****Please print and sign your name****
- 3.) School Record Information: To be completely filled out and signed by authorized school district official. The school/district seal or stamp **must** be affixed.

REQUIREMENTS FOR NON-SCHOOL AGE CHILDREN, One of the following:

1. Certified Birth Certificate
2. Baptismal Certificate
3. Official letter from hospital where born
4. Passport

When school is IN session, the application must be completed and dated during the current school session by an authorized school official.

When school is NOT in session, (i.e., school break, vacations, holidays), **OR if the minor is from out of state**, either the minor's most recent report card or letter from the school principal on school letterhead indicating that the minor is "satisfactory" in all academic subject, health and attendance is required.

Entertainment permits that are issued based on report cards will be effective only when school is not in session.

Please include a self addressed stamped envelope so that the permit can be mailed to you.

*Every infant less than one month of age must have a physician's certification that the infant is at least 15 days old, was carried to full term, and is physically able to endure the stresses of a television or movie set.

RENEWAL:

1. Complete application
2. Send a copy of the old permit with the application
3. Enclose a self addressed stamped envelope for return of permit.**
4. If school is not in session have school official complete and sign the "school record" section of the application. The school/district seal or stamp **must** be affixed.

THERE IS NO FEE
SOCIAL SECURITY NUMBER NOT REQUIRED
APPLICATION CANNOT BE PROCESSED VIA FAX

Department of Industrial Relations
Division of Labor Standards Enforcement



STATE OF CALIFORNIA,
Division of Labor Standards Enforcement

APPLICATION FOR PERMISSION TO WORK IN THE ENTERTAINMENT INDUSTRY

THIS IS NOT A PERMIT

NEW

RENEWAL

PROCEDURES FOR OBTAINING A WORK PERMIT:						
1. Complete the information required below.						
2. School Authorities must complete the School Record section below.						
3. For minors, 15 days through kindergarten, please attach a certified copy of the minor's birth certificate. See reverse side for other documents that may be accepted.						
4. Mail or present this completed application to any office of the Division of Labor Standards Enforcement for issuance of your work permit.						
Name of Child				Professional Name, if applicable		
Permanent Address Number		Street	City	State	Zip Code	Home Phone No.
School Attending					Grade	
Date of Birth	Age	Height	Weight	Hair Color	Eye Color	Sex
STATEMENT OF PARENT OR GUARDIAN: It is my desire that an Entertainment Work Permit be issued to the above named child. I will read the rules governing such employment and will cooperate to the best of my ability in safeguarding his or her educational, moral and physical interests. I hereby certify, under penalty of perjury, that the foregoing statements are true and correct.						
Name of Parent or Guardian (Print or Type)				Signed		Day Time Phone #

SCHOOL RECORD

<input type="checkbox"/> I certify that the above - named minor meets the school district's requirements with respect to age, school record, attendance and health.		
<input type="checkbox"/> Does not meet the district's requirements and permit should not be issued		
Authorized School Official	Date	
School Address	School Telephone	
AFFIX SCHOOL SEAL		

HEALTH RECORD

COMPLETE THIS SECTION ONLY IF INSTRUCTED TO DO SO, OR IF INFANT UNDER ONE MONTH OF AGE		
Name of Doctor	Address	Telephone Number
I certify that I am Board Certified in pediatrics and have carefully examined _____ and, in my opinion: He/she is physically fit to be employed in the production of motion pictures and television. If less than one month, infant is at least 15 days old, and was carried to full term, and is physically able to perform.		
Signed _____, M.D.		Date _____

Approved DLSE 277 Rev. 03/99



STATE OF CALIFORNIA
Department of Industrial Relations
Division of Labor Standards Enforcement

COMPLETE AND SUBMIT WITH CERTIFICATE OF
WORKERS' COMPENSATION INSURANCE COVERAGE

**APPLICATION FOR PERMISSION TO EMPLOY MINORS
IN THE ENTERTAINMENT INDUSTRY**

Permission is requested, pursuant to the provisions of the California Labor Code and the child labor regulations, to employ minors in the entertainment industry in work which is not hazardous or detrimental to the health, safety, morals or education of the minors.

I/We agree to abide by all laws, rules and regulations covering the employment of minors in the entertainment industry.

Company Name (Please print or type)	Date
Street Address	
City	Zip Code
By	
Title	
Telephone	

**REQUIREMENTS FOR OBTAINING A BLANKET PERMIT
(Issued For Ten (10) or More Minors ONLY)**

1. Complete Application for a Blanket Permit Form. (see following page)
 2. Provide Certificate of Insurance For Worker's Compensation Insurance Coverage.
 3. Provide Copy of **Permit To Employ Minors** in Entertainment Industry.
(If you do not have one, an application will be provided.)
 4. Cover Letter Stating the following Specifics:
 - a. Date or Dates Minors will be working.
 - b. Type of Performance/What Minors Will Be Doing.
 - c. Studio Teacher (s) Name.
 5. A Separate List, With Names And Ages of All Minors To Be Covered Under the Blanket Permit.
 6. Consent Forms, Which Are Provided By This Office **THIS FORM CAN BE DUPLICATED**
 - a. Parent/Guardian Are To Fill Out Their Requested Sections Completely **And** legibly, With Signature
 - b. If Minors Are School Age, The School Record Portion Needs To Be Filled Out **AND** Signed By The Principal, Vice-Principal, Dean or Counselor. *(not the nurse, attendance officer, office manager, etc.)*
 7. The Separate List With Minors Names, Should Be in The Same Name Order As The Consent Forms.
 8. **THE LIST OF MINORS AND THE CONSENT FORMS ARE TO BE SUBMITTED IN DUPLICATE.**
- The Completed Forms Should Be Submitted to Office of Issuance at least 48 hours Prior To "Shoot Date."

If you have any questions, Please call The Van Nuys Office 818-901-5484.



STATE OF CALIFORNIA
Department of Industrial Relations
Division of Labor Standards Enforcement

**APPLICATION FOR A BLANKET PERMIT TO EMPLOY
MINORS IN THE ENTERTAINMENT INDUSTRY**

Permission is requested, pursuant to the provisions of the California Labor Code and the child labor regulations, to employ minors in the entertainment industry in work which is not hazardous or detrimental to the health, safety, morals or education of the minors.

A certificate of Workers' Compensation Insurance which provides coverage for the minors is attached.

A parent or guardian will be on location for every twenty minors or fraction thereof.

Certified studio teacher services will be provided by:

Attached is a list of the minors, including the age and birth date of each minor, who will be employed in the production of:

for the period _____ to _____.

I/we agree to abide by all laws, rules and regulations covering the employment of minors in the entertainment industry.

Company Name (Please print or type)

Date

Street Address

City

Zip Code

By

Title

Telephone



CONSENT FORM

I HEREBY GRANT _____ THE RIGHT TO
(Name of Production Company)

EMPLOY _____, _____ FOR AN
(Child's Name) (Birth Date)

EPISODE OF _____ WHICH IS

SCHEDULED ON _____
(Date)

SIGNED BY: _____, DATED _____

MEDICAL EMERGENCY

I ALSO AUTHORIZE _____ THE RIGHT TO
(Name of Production Company)

ADMINISTER MEDICAL ATTENTION TO THE ABOVE-NAMED MINOR ON THE DATE OF EMPLOYMENT,
SHOULD IT BE REQUIRED.

SIGNED BY: _____, DATED _____

SCHOOL RECORD

I CERTIFY THAT THE ABOVE-NAMED MINOR MEETS THE SCHOOL DISTRICT'S REQUIREMENTS WITH
RESPECT TO AGE, ACADEMIC SCHOOL RECORD, ATTENDANCE AND HEALTH:

NAME OF SCHOOL _____ DATED: _____

ADDRESS _____
(Include City, State & Zip Code)

SIGNED BY: _____ TITLE: _____

REMARKS: _____

MINOR TRUST DEDUCTION GUIDELINES FOR ENTERTAINMENT PARTNERS

Trust Deductions for minors are no longer optional: Under California State Bill No. 1162 and 210, all unemancipated minors that are residents of California no matter where they work, and any minor that works in California no matter where they are residents **must have 15% of their gross earnings deducted** and placed in approved trust accounts. Entertainment Partners requires that certain information be provided to deposit money into the minor's trust account. In order for Entertainment Partners to make the necessary deposit, the attached form must be completed and returned to Entertainment Partners. Please note, however, that no authorization is actually needed to deduct the statutory 15%. Entertainment Partners will automatically deduct 15% of gross earnings from each minor's check.

New Coogan Law Information SB1162 and 210: It is solely the responsibility of the parent and/or guardian to establish the blocked trust account for their minor child. When Entertainment Partners deducts the 15% required by law and no trust account has been set up, Entertainment Partners will deposit those monies into a non-interest bearing account. If a trust account is subsequently set up, then Entertainment Partners will deposit those monies for that minor into that Blocked Trust Account. If no trust account is ever set up, Entertainment Partners will keep the funds in its non-interest bearing account for up to 180 days, SB210 requires that these funds be turned over to "The Actor's Fund of America" as trustee. Also, if Entertainment Partners is not aware that the employee is a minor, and payments are processed without deducting the 15%, as soon as Entertainment Partners is notified of minor status, past deductions due will be recouped from current payments if possible. If not possible, then EP will look to the production company to pay the full deduction amount into the minor's trust account.

What Parents Need To Know:

- Earnings are considered the separate property of the child and cannot be accessed until the child reaches 18 or becomes emancipated.
- The parent/guardian must obtain a Minor's Work Permit. This permit will be valid for ten (10) business days, unless it is attached to a true and correct copy of the trustee's statement evidencing the establishment on behalf of the minor of a "Coogan Trust Account". If the permit is attached to a true and correct copy of a trustee's statement, the permit shall be valid for a six month period. A copy of this permit must be submitted to EP.
- The parent/guardian must provide a certified copy of the child's birth certificate to Entertainment Partners indicating that the child is a minor.
- Even though the Coogan Law requires the parent/guardian to set up this trust account within seven (7) days after the child's contract is signed by the minor and employer, Entertainment Partners requests that the blocked account be set up prior to the minor actually performing the contracted work.
- The parent/guardian must set up such blocked trust account at a bank, savings and loan or credit union and the account must be insured by the Federal Deposit Insurance Corporation (FDIC), the Securities Investor Production Corporation (SIPC), or the National Credit Union Share Insurance Fund (NCUSIF).
- The parent/guardian must submit along with the attached form, a true and accurate photocopy of any information received from the financial institution confirming the creation of the account, such as the account agreement, passbook or a similar writing.
- If any changes are made to the trust account, including changing the financial institution or account number, the parent/guardian must immediately notify Entertainment Partners in writing of such changes.

Court Approved Minor Contracts: A parent and/or guardian may choose to have more than 15% deducted from their minor child's earnings. The statutory maximum limit is 15%. To insure that the blocked account is in compliance, the court will specify that a copy of the court order be submitted to the bank. If the court order is not available at the time of the initial deposit, the payment of funds will not be delayed. EP will send the court order to the financial institution upon receipt from the client.

Other Than California Minors: If the minor child is not a resident of California or working in California, then the parent/guardian may, on a voluntary basis only, elect to have a percentage of the minor child's gross earnings withheld and placed into a Blocked Trust Account in accordance with either a Court Order or by completing one of the attached forms authorizing EP to withhold the specific amount desired. (For minors working in New York see separate instructions.)

General Information: Once money has been deposited into a blocked account, it cannot be withdrawn without a court order. Please be sure to let us know immediately of any check that has a trust deduction, which is wrong or void. If an error is found subsequent to the deposit, we will cancel the original check and bill you for the deducted amount. Your company is a party to the contract and is therefore responsible for arranging with the bank for reimbursement.

If you have any questions, please do not hesitate to contact Sandra Criscione in Employee Services at 818-955-6099 or Joe Wheeler at 818-955-6098.

**STATE OF CALIFORNIA
TRUST FUND DEDUCTION INFORMATION**

I hereby acknowledge that under the California State Senate Bill No. 1162 and 210, Entertainment Partners and its subsidiaries will withhold a sum equal to the mandatory **15%** of the gross earnings of my minor child whose name appears below. This acknowledgement will remain in effect only in connection with his/her services on the project presently entitled:

Said deductions should commence effective as of the minor's date of hire and shall continue until completion of all services on the above referenced project. EP agrees to deposit all sums to the established Blocked Trust Account within fifteen days of payroll check date. I am aware that funds cannot be deposited until EP receives the bank information. Further, I fully understand that if bank information is not received within 180 days of employment, all sums withheld will be sent to "The Actor's Fund of America" as trustee of those funds and that EP shall have no further obligation or duty to monitor or account for those funds. No interest will be accrued or paid while these sums are being held pending the set up of the trust account.

I am aware that in accordance with California State law, EP does not need my authorization to deduct the 15% from my minor child's gross earnings. I am also aware that it is my responsibility to have the proper trust fund account set up prior to the employment of my minor child. I understand that if I do not have the proper documentation for my minor child's earnings to be placed in a Blocked Trust Account, EP will still deduct the 15% and place it in a non-interest bearing account until the documentation is received. If bank information is not provided within 180 days, I understand that sums withheld will be remitted to "The Actor's Fund of America" as trustee.

In accordance with the attached trust fund documents, please arrange for deposit of these deductions to the following account:

Minor: _____ SSN: _____
 Birth Date: _____
 Bank: _____ Account #: _____
 Address: _____
 Attention: _____ Telephone No _____

Executed this _____ day of _____, 20____
 At: _____

I declare under penalty of perjury under laws of the state of California that the foregoing is true and correct.

 Printed Name

 Signature

 Phone

NO ALTERATIONS OR CHANGES MAY BE MADE TO THIS DOCUMENT

MINOR TRUST DEDUCTION GUIDELINES FOR ENTERTAINMENT PARTNERS

Trust Deductions for minors are no longer optional: As of March 28, 2004, all unemancipated minors that are residents of New York no matter where they work, and any minor that works in New York no matter where they are residents **must have 15% of their gross earnings deducted** and placed in approved Child Performer trust accounts. Entertainment Partners (EP) and the state of New York requires that certain information be provided to deposit money into the minor's trust account. In order for Entertainment Partners to make the necessary deposit, the attached form must be completed and returned to Entertainment Partners. Please note, however, that no authorization is actually needed to deduct the statutory 15%. Entertainment Partners will automatically deduct 15% of gross earnings from each minor's check.

Child Performer Education and Trust Act of 2003 A7510B: It is solely the responsibility of the parent and/or guardian to establish the Child Performer trust account for their minor child. When Entertainment Partners deducts the 15% required by law and no trust account has been set up, Entertainment Partners will deposit those monies into a non-interest bearing account. If a trust account is subsequently set up, then Entertainment Partners will deposit those monies for that minor into that Child Performer Trust Account. If no trust account is ever set up, Entertainment Partners will keep the funds in its non-interest bearing account for up to 15 days, at which time it will be turned over to "State Comptroller's Office of New York". Also, if Entertainment Partners is not aware that the employee is a minor, and payments are processed without deducting the 15%, as soon as Entertainment Partners is notified of minor status, past deductions due will be recouped from current payments if possible. If not possible, then EP will look to the production company to pay the full deduction amount into the minor's trust account.

What Parents Need To Know:

- Earnings are considered the separate property of the child and cannot be accessed until the child reaches 18 or becomes emancipated.
- The parent/guardian must provide a certified copy of the child's birth certificate to Entertainment Partners indicating that the child is a minor.
- Even though the Child Performer Act allows the parent/guardian to set up the Child Performer trust account within fifteen (15) days after the start of employment, EP requests that the Child Performer trust account be set up prior to the minor actually performing the contracted work.
- The parent/guardian must set up such trust account at a bank, savings and loan or credit union and the account must be insured by the Federal Deposit Insurance Corporation (FDIC), the Securities Investor Protection Corporation (SIPC), or the National Credit Union Share Insurance Fund (NCUSIF). This account may be set up in any state, territory, province or country.
- The parent/guardian must submit along with the attached form, a copy of the work permit and a true and accurate photocopy of any information received from the financial institution confirming the creation of the account, such as the account agreement, passbook or a similar writing.
- If any changes are made to the trust account, including changing the financial institution or account number, the parent/guardian must immediately notify Entertainment Partners in writing of such changes.

Court Approved Minor Contracts: A minimum of 15% must be deducted. A parent and/or guardian may choose to have more than 15% deducted from their minor child's earnings. To insure that the account is in compliance, the court may specify that a copy of the court order be submitted to the bank along with the first deposit. If the court order is not available at the time of the initial deposit, the payment of funds will not be delayed. EP will send the court order to the financial institution upon receipt from the client.

Other Than New York Minors: If the minor child is not a resident of New York but working in the State of New York, the child will need to possess an Employment Permit For A Child Performer (LS-555). The minor's earnings will be subject to a minimum deduction of 15% to be deposited in a Child Performer trust account. Coogan accounts set up in California will be acceptable.

General Information: Once money has been deposited into a Child Performer trust account, it cannot be withdrawn without a court order. Please be sure to let us know immediately of any check that has a trust deduction, which is wrong or void. If an error is found subsequent to the deposit, we will cancel the original check and bill you for the deducted amount. Your company is a party to the contract and is therefore responsible for arranging with the bank for reimbursement.

If you have any questions, please do not hesitate to contact Sandra Criscione in Employee Services at 818-955-6099 or Joe Wheeler at 818-955-6098.

**STATE OF NEW YORK
TRUST FUND DEDUCTION INFORMATION**

I hereby acknowledge that under the Child Performer Education and Trust Act of 2003, Entertainment Partners and its subsidiaries will withhold a sum equal to the mandatory minimum of 15% or authorize a deduction in the amount of ___% (not to be less than the 15%) of the gross earnings of my minor child whose name appears below. This acknowledgement will remain in effect only in connection with his/her services on the project presently entitled:

Said deductions should commence effective as of the minor's date of hire and shall continue until completion of all services on the above referenced project. EP agrees to deposit all sums to the established Child Performer Trust Account every payroll period. I am aware that funds cannot be deposited until EP receives the bank information. Further, I fully understand that if bank information is not received within 15 days of employment, all sums withheld will be sent to "The New York State Comptroller" as trustee of those funds and that EP shall have no further obligation or duty to monitor or account for those funds. No interest will be accrued or paid while these sums are being held pending the set up of the trust account.

I am aware that in accordance with California State law, EP does not need my authorization to deduct the 15% from my minor child's gross earnings. I am also aware that it is my responsibility to have the proper trust fund account set up prior to the employment of my minor child. I also understand that it is my responsibility to obtain a Employment Permit for a Child Performer. I understand that if I do not have the proper documentation for my minor child's earnings to be placed in a Child Performer Trust Account, EP will still deduct the 15% and place it in a non-interest bearing account until the documentation is received. If bank information is not provided within 15 days of the commencement of employment, I understand that sums withheld will be remitted to "The New York State Comptroller" as trustee.

In accordance with the attached trust fund documents, please arrange for deposit of these deductions to the following account:

Minor: _____ SSN: _____
 Birth Date: _____
 Bank: _____ Account #: _____
 Address: _____
 City, State Zip: _____
 Attention: _____ Telephone No _____

Executed this _____ day of _____, 20
 At: _____

I declare under penalty of perjury under laws of the state of New York that the foregoing is true and correct.

 Printed Name

 Signature

 Phone

NO ALTERATIONS OR CHANGES MAY BE MADE TO THIS DOCUMENT

STUDIO TEACHERS AVAILABILITY LIST

Any employer, union or non-union, needing to employ a studio teacher should call the Studio Teacher Referral Office at 818-559-9600 between 8:00 AM and 5:00 PM, or, if you choose, you may personally contact any teacher on this list. In the event a teacher is contacted directly, please notify the Teacher Referral Office at the above number to avoid duplicate assignments.

Abarbara, Maxine	818-347-9347 or 818-518-7115	Crudup, Ruth Ann	323-296-3422 or 818-569-0125
Abbott, Kathy	818-464-5390	Cyrus, Kathryn	626-394-2684 or 323-684-2749
Adams, Portia	323-876-5228	Diamond, Cheryl	310-452-8271 or 310-804-3381
Andrade, Lil Madere	818-552-2818 or 818-314-3301	Eisenhower, Phil	310-829-5869 or 310-888-5522
Auerbach, Ruth	310-475-3858 or 310-573-4844	Elster, Steve	925-324-2159 or 408-996-7457
Bass, Barbara	818-905-0766 or 818-515-3311	Erlich, Karen	310-454-9643
Batorski, Josie	310-458-7941 or 310-428-1704	Estes, Maureen	323-656-9112
Bearbower, Lorri	818-445-9541	Fielding, Heather	310-941-4772
Boelsma, Daphne	805-584-9116 or 818-504-5039	Fine, Rhoda	818-363-6736 or 800-936-8130
Boos, Charmaine	818-222-2090 or 818-372-3762	Fisher, Monique	661-718-2274 or 661-917-0336
Bricker, Helen	310-473-3302 or 310-779-0511	Flint, Nancy A.	818-505-1993 or 818-415-2461
Brooks, Maxine	310-306-5126 or 213-618-0816	Friedrich, Mandy	818-981-8388 or 818-486-6958
Brown, Judy	310-553-3203 or 310-487-1772	Gannett, Maura	818-848-3374 or 818-636-3886
Businger, Polly	310-652-5330	Ganz, Elise	415-517-5456 or 310-275-8524
Cardwell, Cecilia	310-398-6454 or 310-714-3101	Gary, Laura	818-848-9468 or 818-599-0224
Carter, Michael	323-717-5545 or 323-656-3075	Goodrich, Thomas	310-433-7068
Cerwonka, Jan	818-888-7726 or 818-625-9656	Gordon, Rhona	818-501-6468 or 818-486-4542
Chisholm, John	626-301-3906 or 213-392-1564	Grand, Claudette	310-392-0772 or 310-990-0026
Citron, Jan	310-360-9507 or 310-662-3145	Greene, Reuben	818-807-6650 or 818-629-2533
Clark, Bill	818-371-6722 or 805-581-6038	Hall, Leslie	310-839-4222
Clifford, Almarie	310-375-1960 or 310-809-6684	Hart, Carol	323-663-3512 or 323-841-9192
Cohen, Dana	818-518-8178 or 818-716-5003	Hartz, Jim	818-881-2480 or 818-680-5782
Combs, David	818-782-9000 or 530-647-1243	Hirsch, Clifford	310-457-7935 or 805-573-9442
Cornell, Kathy	818-404-1237 or 818-798-1114	Hirsch, Millie	562-372-4196 or 562-243-0612
Corwin, Donna	310-276-8240 or 310-720-9684	Hoffman, Gloria	626-446-3592
Craig, Marsha	760-214-7475	Jackson, Pat	818-445-1674
Crimley, Carolyn	415-460-0212 or 415-987-9024		

Jennings, Judith	805-544-4474 or 818-648-6500	Ruckel, Gail	818-744-9373 or 818-606-7554
Jenson, Eva	714-525-5005 or 714-746-7241	Salerno, Susan	310-858-7853 or 310-387-7458
Kimmel, Jill	818-865-9065 or 818-429-9399	Sato, Honore	805-646-5034 or 805-320-2168
Klein, Nancy	818-981-8479 or 818-497-8880	Schlaifer, Margaret	805-492-6574 or 818-984-1696
Later, Adria	818-990-5177 or 818-378-6882	Schoenfeld, Craig	818-907-8703 or 818-422-9097
Liberatore, Mario	805-496-2782	Sherman, Rhonda	310-573-9169 or 310-560-0289
Mackie, Bonnie	626-793-6635 or 626-622-3006	Shure, Linda Stone	310-488-1826 or 310-837-7542
Mayo, Karri	323-663-6478 or 213-501-4149	Singer-Gross, Arlene	818-506-5591 or 818-424-5513
McBride, Jerie	310-572-7095 or 310-720-3962	Smith, Jo Ann	818-892-0845 or 818-414-3121
McKay, Jill	310-836-8877 or 310-617-8245	Stanley, Linda	602-740-5598 or 310-372-1449
McManigill, Beth	818-807-3163	Staples, Wesley	323-851-5826 or 323-445-6364
McNeil, Sandra	310-372-2293 or 310-299-0603	Stern, Jack	818-970-7540
Mehr-Rose, Pia	973-857-6244 or 973-452-7121	Stewart, Lorraine Hendricks	661-269-9962 or 661-803-3999
Miller, Christine	818-865-8424 or 818-445-8424	Teller, Janie	310-820-4522 or 646-331-9456
Moore, Lucas	310-526-7328 or 818-288-4259	Tice, Jack	818-363-5573
Neumann, Nancy	818-618-2948 or 541-753-1075	Torrance, Sissie	800-540-0557 or 310-505-1405
Panger, James	310-968-7210 or 310-452-7210	Trocki, Phillip	949-499-5503
Parker, Cheryl	818-768-3739 or 818-421-4487	Whittaker, Marsha	310-822-9496 or 310-963-0644
Pearl, Branden	310-795-7147	Wicklund, Richard	323-681-9394 or 213-841-3666
Pyne-Hapke, Nancy	818-782-2311 or 818-497-2441	Wilhite, Wendy	818-522-8674
Queirolo, David	818-209-1927 or 661-250-1942	Wood, Pam	818-998-8424
Raines, Jana	909-989-3111	Yaroshefsky, Lois	323-650-6956 or 323-394-1233
Raines, Jeff	818-906-3315		
Raines, Lynn	818-905-0790		
Reccius, Susan	818-783-0170 or 818-516-6453		
Resnick, Linda	310-476-6355 or 310-749-6700		
Rosenthal, Myra	818-886-1108 or 818-424-7455		
Ross, Roberta	323-650-7422 or 323-229-5129		

PERMITTED WORKING HOURS FOR MINORS UNDER 18 YEARS OF AGE

The following chart is a summary of the permitted working hours provisions of the New York State Labor Law relating to minors under 18 years of age.

NOTE: This chart does not include regulations for minors doing work on farms, as newspaper carriers or in the street trades.

AGES	MAXIMUM DAILY HOURS	MAXIMUM WEEKLY HOURS	MAXIMUM DAYS PER WEEK	PERMITTED HOURS
When school is in session				
14 and 15	3 hrs. on school days 8 hrs. on other days	18 ¹	6	7 AM to 7 PM
16 and 17	4 hrs on days preceding school days (i.e., Mon., Tues., Weds., Thurs.) ² 8 hrs Fri., Sat., Sun. and Holidays ⁴	28 ⁴	6 ⁴	6 AM to 10 PM ³
When school is NOT in session				
14 and 15	8 hrs.	40	6	7 AM to 9 PM June 21 to Labor Day
16 and 17	8 hrs. ⁴	48 ⁴	6 ⁴	6 AM to Midnight ³
NOT ATTENDING SCHOOL				
16 and 17	8 hrs. ⁴	48 ⁴	6 ⁴	6 AM to Midnight ⁴

1. Students 14 and 15 enrolled in an approved work study program may work 3 hrs. on a school day, 23 hours in any one week when school is in session.
2. Students 16 and 17 enrolled in an approved Cooperative Education Program may work up to 6 hours on a day preceding a school day other than Sunday or Holiday when school is in session as long as the hours are in conjunction with the Program.
3. May work 6 AM to 10 PM or until midnight with written parental and educational authorities consent on day preceding a school day and until midnight on day preceding a non-school day with written parental consent.
4. This provision does not apply to minors employed in resort hotels or restaurants in resort areas.

A schedule of hours of work for minors under 18 years of age must be posted in the establishment by the employer.

CHILD ACTORS

Minors under 16 may not be employed to perform in a theatrical performance, in the making of a motion picture or in a radio or television broadcast without special permission. A Child Performer Permit shall be issued by the mayor or chief executive officer of the city, town, or village where the exhibition, rehearsal, or performance will take place.

The major or chief executive officer may solicit the assistance of a child protective organization, if there is one in the community, or of other state or local agencies, as they feel the need. In New York City, application for such permission must be made to the Administration for Children's Services, 80 Lafayette St., 15th Floor, New York, NY 10013. Performers 16 and 17 years of age must obtain employment certificates.

SPECIAL NOTE:

Employers Taking Minors from California to Work on Location in Another State

When

1. Minor is resident in California and employed by employer located in California.

or

2. Minor is taken from California to work on location in another state (pursuant to contractual arrangement made in California).

Then

Child Labor laws of California and regulations shall be applicable including the requirement that a studio teacher must be provided in accordance with Section 11755 (California).

ALABAMA

www.alalabor.state.al.us/index.htm

ALASKA

www.labor.state.ak.us/lss/lss.htm

ARIZONA

<http://www.ica.state.az.us/Divisions/labor/>

ARKANSAS

www.state.ar.us/labor

CALIFORNIA

<http://www.dir.ca.gov/dlse/dlse.html>

GEORGIA

www.dol.state.ga.us/em/child_labor.htm

HAWAII

<http://hawaii.gov/labor/>

IDAHO

<http://labor.idaho.gov/dnn/Default.aspx?alias=labor.idaho.gov/dnn/idl>

ILLINOIS

www.state.il.us/agency/idol/laws/LAW205.htm

INDIANA

<http://www.in.gov/dol/childlabor.htm>

IOWA

www.iowaworkforce.org/labor/childlabor.htm

KANSAS

http://www.dol.ks.gov/es/html/child_DEE.html

MISSISSIPPI

None

MISSOURI

<http://www.dolir.mo.gov/lr/childlabor/index.htm>

MONTANA

<http://erd.dli.mt.gov/laborstandard/wagehrchild.asp>

COLORADO

www.coworkforce.com

CONNECTICUT

www.ctdol.state.ct.us

DELAWARE

www.delawareworks.com

DISTRICT OF COLUMBIA

<http://dc.gov/index.asp>

FLORIDA

www.state.fl.us/dbpr/pro/childlabor

KENTUCKY

<http://www.labor.ky.gov/ows/employmentstandards/>

LOUISIANA

<http://www.laworks.net/>

MAINE

http://www.maine.gov/labor/labor_laws/publications/minorsguide.html

MARYLAND

<http://www.dllr.state.md.us/labor/empm.shtml>

MASSACHUSETTS

www.mass.gov

MICHIGAN

<http://www.michigan.gov/dleg>

MINNESOTA

<http://www.dli.mn.gov/main.asp>

NEW MEXICO

<http://www.dws.state.nm.us/dws-CL.html>

NEW YORK

www.labor.state.ny.us/workerprotection/laborstandards/workprot/minors.shtml

NORTH CAROLINA

www.nclabor.com



NEBRASKA

www.dol.state.ne.us

NEVADA

<http://www.laborcommissioner.com/>

NEW HAMPSHIRE

www.labor.state.nh.us

NEW JERSEY

<http://lwd.dol.state.nj.us/labor/wagehour/content/childbor.html>

PENNSYLVANIA

www.dli.state.pa.us

RHODE ISLAND

www.dlt.state.ri.us

SOUTH CAROLINA

<http://www.llr.state.sc.us/Labor/wages/>

SOUTH DAKOTA

www.state.sd.us/applications/LD01DOL

TENNESSEE

<http://tn.gov/labor-wfd/>

TEXAS

www.twc.state.tx.us/ui/lablaw/cllsum.html

UTAH

<http://laborcommission.utah.gov>

NORTH DAKOTA

www.state.nd.us/labor

OHIO

<http://www.com.ohio.gov/>

OKLAHOMA

http://www.ok.gov/odol/Child_Labor/

OREGON

<http://www.boli.state.or.us/BOLI/WHD/CLU/index.shtml>

VERMONT

<http://labor.vermont.gov>

VIRGINIA

http://www.doli.virginia.gov/laborlaw/laborlaw_faqs_childlaborlawp1.html

WASHINGTON

www.lni.wa.gov

WEST VIRGINIA

<http://www.wvlabor.org>

WISCONSIN

www.dwd.state.wi.us

WYOMING

<http://wydoe.state.wy.us/doe.asp?ID=248>