



Parent*/Student Handbook of Rules

Thank you for joining us. Please read thoroughly as this will help ensure a successful program. Our rules are subject to change and may vary by location/program. Not all applies for our virtual programs. *Parents and legal guardians.

Communication

Our primary communication will be done through email from us and/or our parent coordinator. We generally email a couple times a month. If you are not getting emails, please email us: info@shakespearekids.org. We can also be reached at 818-578-4651 during normal business hours. This is an office phone and cannot receive texts. If you need to reach us urgently, please try email AND our parent coordinator's cell phone. Parent coordinator varies from site to site. Please let us know if you have any questions or concerns. We are not always able to tell if a student or parent is having concerns, so PLEASE inform us. We are great problem solvers. Whatever your concern is, just tell us. We care deeply for our students and families and want the best experience for everyone. Thank you!

Attendance, Conflicts, Tardiness and Pick up

- Generally, we don't allow more than two absences in total.
- Please inform us (by email) AND the parent coordinator of any known (or as they arise) conflicts you may have during the course of the program.
- Your class time is the start time. This is the time that class will begin, not the time that you should arrive. Please be ready to work by the time your class starts. The beginning of class is the time for our students to engage, acclimate and connect with their classmates. Teamwork is a huge part of our program, so being on time is incredibly important. Students may sign themselves in.
- Minors without their own transportation must be picked up at the ending time of each class and signed out by their parent/legal guardian or person permitted to sign out on your paperwork.

Rules On-site, in Class and Safety

A few basic rules to help keep class fun yet safe. In general, we follow standard protocol with discipline and disruptive behavior in class with a step by step warning system and will discuss with the parents if issues persist. However, if the behavior continues and (especially) poses a threat to safety on the classroom, then we have the right to remove a student from our program with no refund.

- Do not touch another actor unless you are directed to do so by the instructor. Especially in our combat programs, we reserve the right to remove a student from class or a program if they are being dangerous or unsafe. No hitting, kicking, or shoving of any kind. If we do remove a student for this reason, no refunds will be given.
- Students are not to give another student notes, correct them or tell them what they should or should not be doing. This is the job of the instructor. While you may have the best of intentions in trying to help, it can often lead to hurt feelings. Each student needs to trust the instructor and only worry about themselves. Only in the event that there is a concern for your own safety can you say something. A student or parent can also speak to us in private if there is repeated behavior of a fellow student.
- Do not talk when any of the instructors are talking. Our time in class is precious. When an instructor starts talking, the student needs to stop talking and listen.
- Do not leave the classroom without permission. If the bathroom is located outside, please make sure to bring the parent coordinator or intern with you.
- No cellphones or devices are allowed in class. No gum. No food. Only water.
- We are renting our classroom space. Please respect the space and keep behavior safe and noise to a minimum. Please no siblings running around playing on the site during class and when class is finished, please don't spend more than 15 minutes on site after. These rules may vary from location to location.

Attire and Costumes

Until costumes are required for class, please wear safe, comfortable clothing and shoes that you can MOVE in. No open-toed or shoes that may be slippery on our classroom floors. Crocs tend to be slippery but not always. Costume elements like character shoes and rehearsal skirts or capes are welcome at any point once we are rehearsing our play and parts are cast. Please make sure you are aware of the costume deadline. Once costumes and props are due, they must be worn or brought to all remaining classes. Please allow extra time to change into costume upon arrival so that you are ready by our class start time. All costumes and props are provided by the student. If you have any questions or concerns

on this, we are available and often have items to loan students in the program. Just ask. Fellow students may also have costumes and props to loan. Costumes and props should be fun and creative and NOT stressful. Please also check in with the instructor and your student to make sure they have all the props and costumes they need. Often, during the creative process, students and instructors get new costume and prop ideas that may not be notated in the printed script sent home. We generally don't do stage make-up.

Casting and Lines

We are primarily an educational company and therefore we don't usually audition. One session the student may have a lead role and then next they may be in an ensemble type role. Casting is decided by us WITH the input of the child and parents. We understand that students may ask for a large part and then find themselves busy. Please know that the commitment to a large part will take extra at home practice to learn all lines and cues by the deadline. If a student does not know all their lines and cues by the deadline, we may make line cuts or re-assign to help them out. If you are not sure of the line memorization deadline, please let us know.

Performance, Filming and Tech Rehearsals

As the performance date nears, attendance and being on time is imperative. We usually have a 3-4 hour required final tech/dress rehearsal, at the performance venue, on the same day of your performance. All students must participate and be ready to start by the announced call time. Most performances require ALL students to be sitting in the front row at a very strict 30 minutes prior to performance time, in costume with all costume changes, script, water and props. The house usually opens about 10-15 minutes before show time. Please ask if it is okay to reserve seats and don't tape chairs. This rule varies by the venue but reserving for elderly or handicapped is always allowed. Our performances are either free admission or a nominal fee of \$5-\$10 to help offset theatre rental fees. Tickets and reservations can be made at our website www.shakespearekids.org. We do not require students or parents to sell tickets to friends. We do not record performances and restrict audience from filming in order to sell a DVDs. We encourage the parents or parent coordinator to organize someone to film and share a downloadable file electronically. Shakespeare Kids is not available to organize this. We do allow filming and photography but no flash please. Please always silence cell phones.

Refund Policy and Commitment

If our program is not the right fit for you or the student, we allow a full refund, minus the \$75 non-refundable registration fee, if we are notified in writing (email) within 48 hours after the **first class**. Please note: For our Summer Performance Camp programs, full camp tuition is 100% non-refundable if we are notified in writing less than 2 full weeks prior to the first day of camp. Mammoth Lakes Camp is 100% non-refundable.

The \$75 deposit is required by everyone in order to enroll in our programs and is only refundable in the event that a homeschool charter family uses their funds and AFTER the school has paid us in full which very often is not until a month or two after the program ends. After the 48 hours, casting and play selection is often underway and we expect full commitment from the parent/student team to follow through until the last day or performance. Commitment to the team (fellow students, production staff, etc) and following through by attending all or most classes, on time and being prepared is a valuable lesson we try to teach in our programs. We can't do a production of Hamlet, if Hamlet doesn't learn lines, arrive on time or decides to drop out.

A Note on Content

We edit Shakespeare's scripts to a length that we can achieve in our program. We often edit to make the script more age appropriate. Please note, Shakespeare can be bawdy, violent, address religion, has mature subject matters and more. Furthermore, our playwriting and improvisation classes are also creative and spontaneous by nature. Our team is very delicate and considerate when running the classes however, we cannot make changes to the scripts or exercises in class to meet the individual's or family's specific needs.

Thank you for joining us!
See you next week.
Rebekah Czarnecki ~ Owner of



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