

Volume

1

PENNSYLVANIA THEATRICAL ARTS BY BRITTANY STEVENS, LLC
AND THE VAULT THEATER COMPANY

DOWNTOWN HANOVER'S PERFORMING ARTS STUDIO

HANDBOOK

PENNSYLVANIA THEATRICAL ARTS BY BRITTANY STEVENS, LLC AND THE VAULT
THEATER COMPANY

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HANDBOOK UPDATE POLICY

Pennsylvania Theatrical Arts by Brittany Stevens, LLC, herein after referred to as PATABS and The Vault Theater Company, reserves the right to update this handbook at any time throughout the semester. An email notification will be sent to account holders stating “Pennsylvania Theatrical Arts by Brittany Stevens, LLC has update the Handbook. To review these changes, please visit our website at www.patabs.com.”

By virtue of attending classes a family and their students agree to the policies set forth in this handbook.

Last Update 09/26/2017

About PATABS

At Pennsylvania Theatrical Arts by Brittany Stevens, LLC (PATABS), we encourage our students of all ages to explore their individual talent while learning confidence, commitment, responsibility, communication, and teamwork. These skills are critical to a student's success both in the studio and in life. PATABS provides students with training and experience in dance, voice, creative dramatics, musical theatre, and performing arts. We provide a safe, creative environment for our students to learn and excel in the performing arts.

Our mission at Pennsylvania Theatrical Arts is to enrich students' lives through theatrical and performing arts. There will be an emphasis for proper technique in an environment that challenges each student to strive for personal excellence. Training is focused on theory, technique, and terminology. Students will develop a sense of team work and encourage each other to achieve their personal best. We provide a comprehensive, positive program for all ages.

Communication

PAPERWORK

All paperwork will be available as a hard-copy in each family folder in the lobby of the studio. Please turn paperwork in on time. Whenever turning in paperwork that has money, please make sure it is in a sealed envelope, and that a receipt is given for your payment.

COMMUNICATIONS

All communication will primarily be handled by email with the Director and/or instructors. If you have any questions, they are to be taken to the front desk or sent in an email to the appropriate staff member. At no time is any one to interrupt a class or approach an instructor before, during, or after classes.

Tuition Policies

TUITION DUE DATES AND FEES:

Tuition fees are posted on the 1st of each month. Balances are due by the 1st of each month. A late fee of \$15.00 will be charged to the account if payment is not received by the 15th of each month. An overdue balance fee of \$20.00 will be applied if a balance is not paid by the 1st of the next month. Students will not be able to return to class if the account is not paid in full by the 1st of the next month. In the event of legal action or the use of a collection agency, all legal fees and collection agency fees are to be covered by the account holder(s). Once late fees are applied, they cannot be removed from the account. Accounts that are over three months past due, students will not be permitted to continue taking the class until the account is paid in full.

MULTI STUDENT DISCOUNT

In order to be eligible for multi student discounts, the students must be siblings (sister/brother, half-sister/brother, or step-sister/brother). The siblings must be registered under the same account to be eligible for discounts. Only certain classes are eligible for multi student discount.

PRO-RATED TUITION

Pro-rated tuition will only be given to students starting a semester late. The pro-rated amount will be calculated on a per account basis. Pro-rated tuition does not apply to any Musical Theatre class. When a student misses a class, this does not qualify them for pro-rated tuition.

CLASS DROP AND PAYMENT REFUNDS

If circumstances change and a class is no longer an option for an individual, the Director should be contacted immediately. A written statement from the account holder(s) must be given to the Director in order for the student(s) to be considered dropped. If a written statement is not received, the student will still be considered enrolled and tuition fees, and late fees will still be applied to the account. PATABS defines a written statement as a letter mailed or hand delivered to the Director. Email statements or phone calls will not be an acceptable form of notification. When an individual drops a class, the Director and family will discuss the circumstances for the dropped class and calculate the final tuition amount. Please note that families are responsible for full payment of class until the end of the semester. This is based upon a per-class assignment. If a class is no longer offered, a prorated tuition amount will be calculated. There is no tuition reimbursement or discount for students who miss class(es).

PAYMENT OPTIONS

Cash, check, or credit card may be used to pay your account at the front desk. Online payment via the parent portal at www.patabs.com is also available. All returned checks are subject to a \$25.00 processing fee. Receipt is given after each payment is made. Please keep these receipts for verification of payment, receipts are required to dispute any account charges. Refer to the parent portal for any updates on accounts.

INDIVIDUAL LESSONS

Cash, check, or credit card may be used to pay your account at the front desk. Online payment via the parent portal at www.patabs.com is also available. All returned checks are subject to a \$25.00 processing fee. Individual lessons fees are at the discretion of the instructor. Missed lessons with less than 24 hour notice are subject to be billed.

Studio Guidelines

CLASSROOM RULES

1. No gum chewing is allowed in any studio space.
2. No cell phone may be used at rehearsal or in the classroom.
3. All students are to use the restroom prior to class.
4. The proper attire is to be worn to each class and rehearsal. Students not in the proper attire may not be permitted to attend class at the instructor's discretion.
5. The proper student materials are to be brought to each class and rehearsal.

STUDIO RULES

1. Smoking is prohibited on premise or outside the studio.
2. Cell phone usage is not to disrupt any class.
3. All questions are to be directed to the front desk or via email to the appropriate staff member/instructor.
4. All families are to encourage and support all students; bullying in any form will not be tolerated and immediate dismissal of the program with no refunds will occur.

CLASS ATTENDANCE

All students are encouraged to attend every class in order to fully comprehend and learn the presented material. Students are not permitted to miss more than three (3) classes. If a student misses more than three (3) classes, a discussion with the family, instructor, and Director will occur to determine if the student can learn all material.

DRESS CODE

Students that come to a class, a rehearsal, or a performance not following the dress code may not be permitted to participate that day at the discretion of the instructor and/or Director. It is the responsibility of the family to provide each student with the proper attire needed for each class. Any questions concerning proper attire should be directed to the director or instructor.

DISCIPLINE

It is our goal to provide each student a safe and nurturing environment. It is important that student's respect their instructor(s) and their peers. For the safety of each student, misconduct and disrespect will not be tolerated. It is important that all students support one another and feel a part of the production. PATABS has a no-bullying policy; this includes talking poorly about other students. When discipline issues arise, the following discipline procedures will be followed:

- Verbal warning to student and a written family notification.
- Meeting with the Director, Instructor, Family, and Student.
- Removal from the class.

Procedures

PARENT PORTAL

All families are required to register online using our Parent Portal via our website, www.patabs.com. Registration is required prior to attending class. Every family must login once a semester to agree to our terms and policies. In the event that a family does not login and complete the agreement, that family is still bound by our terms and policies by attending any class.

ACCOUNT HOLDER(S)

Through the online Parent Portal, Account Holder(s) are responsible for tuition/merchandise payment and agree to all policies in the Studio Handbook and other means of notifications. Account Holder(s) are responsible for placing all merchandise orders. Any person(s) not listed as an "Account Holder" may not order merchandise that is specific to an individual student. Information about a specific account will only be released to an account holder, unless otherwise specified and/or directed via legal documentation.

STUDENT AND FAMILY CONDUCT

All students and family members are expected to conduct themselves with the following in mind:

- Promote teamwork and sportsmanship for all students and families in a positive manner.
- Any questions of a decision of the Director or instructor are to be handled in a private manner.
- Be considerate of all students' and families collective emotions.
- Encourage your student to the best of your ability at all times.
- Always support and applaud the efforts of all students.
- Any and all negative feelings and/or problems are to be discussed in private with the Director.
- The Director, staff, and instructors are to be treated with respect.

DROP OFF AND PICK UP

Parents are asked to be on time for drop off and pick up; it is important for each student's learning process to stay on schedule. Persons dropping off student(s) must either come in or drop off at the street side PATABS entrance. Persons picking up student(s) must either come in or pick up at the street side of PATABS entrance. No student is to exit and go out to the parking lot by themselves. No student is to cross the street by themselves. Students are to arrive no earlier than 15 minutes prior to the start of their class. Students are to arrive no earlier than 5 minutes prior to the start of their individual lesson. Please notify PATABS staff if someone different will be picking up your student(s), or if your student(s) is to go home with another family. Students are to be picked up no later than 5 minutes after the end of their class or individual lesson.

SNOW DAYS/CANCELLATION OF CLASSES

For snow days or if a class is cancelled, there will be an email sent out as soon as possible. Emails will be sent to email addresses that are on file via the Parent Portal. Cancellations will also be listed on PATABS Facebook page.

PRODUCTION TICKET POLICY

When purchasing tickets all sales must be paid for in full. Families with an outstanding account balance will not be eligible to purchase tickets until that balance is fulfilled. All ticket sales are final, non-refundable, and non-exchangeable. If a person wishes to see the production, they must have a ticket to be admitted to the auditorium.

PRODUCTION MERCHANDISE POLICY

Production Merchandise is to be ordered via the available online form. Upon submission, all merchandise is non-refundable and non-exchangeable. Merchandise cannot be picked-up until payment is received. Production merchandise is to be picked up within sixty days after it becomes available. After sixty days has passed unclaimed merchandise cannot be guaranteed. All merchandise must be picked up by the family which ordered it.

Tech Week and Show Week Policies

BACKSTAGE

- No student is to have any electronic device. We do not wish to have their devices lost or damaged.
- No parents or guardians are permitted backstage at any time. Final touches of hair and make-up are to be done prior to the students coming backstage.
- There are no pictures permitted backstage.
- Each student is to come to rehearsals with their dance bag. The following items are to be in their dance bag:
 - Bobby pins
 - Dance shoes
 - Extra pair of tights
 - Snack and water bottle (label with student's name). Please no colored water
- The "Snack Bar" will not be provided at this time.
- Due to building policy, families are not permitted to wait in the building while rehearsals are underway
- Not every student will receive a microphone. Microphone assignments are at the discretion of the director

MISCELLANEOUS

- All rehearsals are closed. Cast members and PATABS crew are only allowed at rehearsals
- If someone other than the Account Holder (parent/guardian) will be transporting your student to and from rehearsals and show at Littlestown, a written note must be given to the Director. If we do not receive this note, we will not be able to dismiss your student to another person.
- Tickets are required to enter the theatre to view all productions.
- All audience members are to abide by our videography and photography policy. No one is permitted to videotape or photograph the show at any time. Violating this policy will result in your immediate removal from the auditorium and the police will be contacted due to our licensing agreements. Tickets will not be refunded.

DROP OFF/PICK UP POLICY

Tech Rehearsals: All students under the age of 18 must be brought in by a parent/guardian (or Account Holder) to be signed in and all students under the age of 18 must be picked up where a parent/guardian (or Account Holder) is to sign out the student. A student will not be released to an individual who is not a parent/guardian (or Account Holder) unless otherwise notified.

Show Days: All students under the age of 18 must be brought in by a parent/guardian (or Account Holder) to be signed in. All students under the age of 18 are to be picked up in the designated "Student Pick-Up Area" by a parent/guardian (or Account Holder). A student will not be released to an individual who is not a parent/guardian (or Account Holder) unless otherwise notified.

MICROPHONE POLICY

Microphones are assigned to students based upon the discretion of the director and technical team. Any student who receives a microphone is expected to following the rules and guidelines of having a microphone. If a student damages or breaks a microphone, the Account Holder(s) are responsible for paying for the part or for the replacement.

Media Release

By attending any class, rehearsal, production, or event by Pennsylvania Theatrical Arts by Brittany Stevens, LLC or The Vault Theater Company, I give Pennsylvania Theatrical Arts by Brittany Stevens, LLC and The Vault Theater Company the absolute right and permission to use my or my child's photograph/image in its promotional materials and publicity efforts. I understand that the photography and videography Pennsylvania Theatrical Arts by Brittany Stevens, LLC creates of productions and programs may be used in a publication, print ad, direct-mail piece, electronic media (e.g. Video/DVD, CD-ROM, Internet), or other form of promotion.

I release Pennsylvania Theatrical Arts by Brittany Stevens, LLC and The Vault Theater Company, the photographer, their offices, employees, agents, and designees from but not limited to liability for any violation of any personal or proprietary right I may have in connection with such use.

The Pennsylvania Theatrical Arts by Brittany Stevens, LLC and The Vault Theater Company will take cautionary steps to provide minimum identifying information with any media release and will not use specific street or mailing addresses, e-mail addresses, or phone numbers.

By attending any class, rehearsal, production, or event by Pennsylvania Theatrical Arts by Brittany Stevens, LLC and The Vault Theater Company, I understand that I agree to the above mentioned guidelines and completely turn over all rights to Pennsylvania Theatrical Arts by Brittany Stevens, LLC and The Vault Theater Company.

Medical Release

By attending any class, rehearsal, production, or event by Pennsylvania Theatrical Arts by Brittany Stevens, LLC and The Vault Theater Company, I hereby acknowledge: I/We may not be available to provide consent for medical treatment in the event that our child becomes sick or is injured during participation at Pennsylvania Theatrical Arts by Brittany Stevens, LLC and The Vault Theater Company authorized activity. If I/We are not available for such consent, it is my/our desire to have the best available medical treatment for my/our child.

I/WE HEREBY AUTHORIZE PENNSYLVANIA THEATRICAL ARTS BY BRITTANY STEVENS, LLC AND THE VAULT THEATER COMPANY AND ITS STAFF TO ACT ON MY/OUR BEHALF WITH RESPECT TO ANY REQUIRED MEDICAL TREATMENT DECISIONS AND CONSENTS UNTIL SUCH TIME AS I/WE ARE ABLE TO PROVIDE THESE ITEMS. NOTICE IS HEREBY GIVEN TO ANY QUALIFIED MEDICAL PERSONNEL THAT THIS AUTHORIZATION IS CURRENTLY IN EFFECT, AND SUCH PERSONNEL ARE DIRECTED TO ACT UPON SUCH AUTHORIZATION WITHOUT DELAY.

I/We agree to assume financial responsibility for all expenses and bills incurred in any emergency requiring medical attention.