



## Conservatory Classes Policies/Procedures

**Parkway Junior's Mission:** Parkway Playhouse Junior is a theatre arts education program for preschool through high school students. Students work together creatively under the guidance of teaching artists to make compelling and imaginative choices in theatre classes and onstage. Students form lasting friendships, learn well-rounded technique, and develop a deep appreciation for the performing arts in a fun, nurturing environment.

**Conservatory Class Objective:** Teaching artists use theatre as a tool to allow students to explore and understand stories and relationships through devices such as story drama, creative movement, music, dance, character/scene development, and the creation of props.

**Class Structure and Goals:** Conservatory classes will run September-May and culminate with the inspiring Parkway Junior Showcase, a recital-style event that allows each student to share the knowledge and skills they've gained throughout the year. Classes will be taught by teachers who have college degrees in their designated field, experience in the arts, and a passion to share it with our students!

These courses have been designed to build upon each other, ensuring a well-rounded foundation in Theatre Arts. Utilizing the NC K-12 Standards in Theatre Arts, classes have been developed by teachers to fulfill standards and meet goals for each age level in a creative, informal learning environment. Team building, collaboration, and a love for the art of theatre is cultivated in our hands-on and engaging classes!

**Conservatory Classes Etiquette:** All students and families are expected to be well-behaved, courteous, honest, and to abide by the rules of Parkway Playhouse. In the event of multiple infractions, students and/or parents may be asked to leave Parkway Junior indefinitely.

Attitudes that are disrespectful, uncooperative, or aggressively competitive do not have a place at Parkway Playhouse. Any parent or student exhibiting these attitudes will be asked to leave. Parkway Playhouse expects all students to conduct themselves in a manner that is respectful to others and to themselves. They will not speak negatively about one another or the instructors.

This is a Bully Free Zone. All members of the Parkway Junior Family must maintain this bully free environment.

**Calendar:** Classes begin Tuesday, September 5<sup>th</sup> and run through Friday, May 25<sup>th</sup>. Classes will meet once weekly for one hour. Please note days below when there will be NO class:

Mon., Oct. 9<sup>th</sup> Columbus Day

Mon. Dec. 18<sup>th</sup> – Fri. Jan. 5<sup>th</sup> WINTER break

Fri., Nov. 10<sup>th</sup> Veterans Day

Mon. Jan. 15<sup>th</sup> MLK Day

Wed. Nov. 22<sup>nd</sup> – Fri. Nov. 24<sup>th</sup> Thanksgiving

Mon. Apr. 2<sup>nd</sup> – Fri. Apr. 6<sup>th</sup> Spring Break

**Dress Code/What to bring:** Students must dress in appropriate attire for every class (meaning comfortable clothes they can move in.) Students cannot move easily in jeans or long skirts/dresses. Students may bring water bottles to class but no other drinks or food. ALL STUDENTS MUST WEAR CLOSED-TOED SHOES. We don't want flip flops flying during movement or dance instruction.

**Inclement Weather Policy:** Weather can change quickly in the mountains and is not always the same between Mitchell or Yancey counties. Therefore, when inclement weather arises teachers will notify their classes of cancellations on an individual basis. This means there may be times that school is canceled for snow that we proceed with afternoon class because everything has melted...or vice versa. For classes canceled due to inclement weather we will have a make-up day scheduled. Teachers will be using remind.com to notify their classes of cancellations and make up days.

**Make Up Days:** Classes canceled by the teacher due to inclement weather or illness will be made up on a day/time that is convenient for the teacher.

**Attendance:** Due to the collaborative nature of theatre, attendance is crucial to getting the most out of the conservatory class experience. This is especially true for older students working on duets, scene work, or group choreography. Please make every effort to attend class and be on time!

However, students who are ill or experiencing fever, vomiting, or diarrhea will not be allowed to attend class until they have been free of the symptom for 24 hours. Thank you for helping keep other students and staff members healthy by STAYING HOME when you are ill!

**Drop-Off and Pick-Up Policy:**

To ensure student safety and to respect teachers' time, students may not be dropped off earlier than 10 minutes before class begins and must be picked up within 10 minutes of class dismissal. Only people listed on the registration form may pick up that student. For every 10 minutes after that, parents will incur a \$5.00 late pickup fee.

**Payment Procedures:**

- Payment is due monthly.
- We gladly accept the following methods of payment: Cash, Check, Debit/Credit Card or Money Order. Payments may be made by mail, at the office, or over the phone.
- Payments cannot be collected by the teachers under any circumstances
- Tuition is divided into 9 equal payments, from September to May. Some months have as few as two weeks of classes others have as many as five. Payments are based on an average of 3.6 classes/month.
- Payments are due by the 7th of each month.
- Any account unpaid after the 8th of the month will have late charges assessed for 10% of the total monthly tuition. Late payments will not be accepted without the added late fee.
- Any accounts past due by thirty days (the 7th of the following month) will be contacted via email. Families who fail to pay their tuition will no longer be able to participate in Parkway Junior classes or productions until their accounts are paid in full.

**Parkway Junior Showcase:** The end-of-year showcase gives students an opportunity to share their hard work with their family and friends. This annual event is the culminating event of the instruction calendar. In many cases, classes will spend the entire spring semester working towards this project. For that reason, attendance and full participation is necessary. The showcase gives all students a chance to "shine" onstage, regardless of whether they participate in separate Junior productions.