



## 2021-2022 Conservatory Classes Policies/Procedures

**PARKWAY PLAYHOUSE 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.

**CLASS OBJECTIVES:** 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 and costumes. All teachers' unit and lesson plans will follow the NC Essential Standards for Theatre.

Since Conservatory Classes teach skills needed for productions, each student is *required* to be enrolled in, actively participate, and consistently attend and make payments for *at least one* Conservatory Class per semester, in order to participate in Junior Productions for that semester.

**CLASS STRUCTURE AND GOALS:** Conservatory classes will run September-April and culminate with the inspiring Parkway Junior Conservatory 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 experience in Theatre Education, and a passion to share it with our students! These courses are aligned with the NC Essential Standards in Theatre Arts K-12, and have been designed to build upon each other, ensuring a well-rounded foundation in Theatre Arts. Team building, collaboration, and a love for the art of theatre is cultivated in our hands-on and engaging classes!

**CLASS 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, the program, or the instructors. This includes defamation of the program on social media.

**DRESS CODE:** 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.

**CALENDAR:** Classes begin Tuesday, September 7th and run through Thursday, April 28th. Most classes will meet once weekly; Stars of Stagecraft is once monthly, and Playwriting is twice monthly.

**IMPORTANT DATES:** Please note days below when there will be **NO** class due to Yancey County School Calendar Holidays, or Parkway Playhouse Events:

**Thurs. Oct 21** - Report Card/Parent Day in YCS

**Mon. Nov 8 - Thurs., Nov. 12th** - Tech Week for *Moana, Jr./*Veterans Day

**Wed. Nov. 24th** - Fri. Nov. 26th Thanksgiving Break

**Mon. Dec. 20th - Mon. Jan. 3rd** Winter Break

**Mon. Jan. 17th** - MLK Day

**Fri. April 15 - Fri. April 22** - Spring Break

**INCLEMENT WEATHER POLICY:** When inclement weather arises, Parkway Playhouse will follow the procedures of Yancey County Schools. ***If school is cancelled or dismissed early, class is cancelled.*** We will still have class on 2 or 3 hour delays. In the event inclement weather isn't predicted to begin until after school dismisses (3:00pm); late classes will be evaluated on a case by case basis. *Parkway Playhouse will always err on the side of caution. Safety is our priority.*

In any inclement weather event, your student's teacher will send parents an update, as early in the day as possible, with the afternoon plan.

**MAKE UP DAYS:** In the event of inclement weather, illness, or family emergency, teachers will either A) have class online via Zoom instead of in-person, or B) make up the time at a later date. Time can be made up via extra scheduled classes, adding time to the end of an already scheduled class, or during the Conservatory Showcase Dress Rehearsal at the end of the year.

We at Parkway realize that making up time is not always feasible according to the busy Conservatory and Operations calendar; therefore, teachers are allowed to cancel class *two times* a year, without making up time.

**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 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 in-person classes 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!

**COVID-19 POLICIES:** Parkway Playhouse Junior will follow all Covid-19 Procedures in accordance with the CDC and Yancey County Health Department recommendations, as well as requirements for schools.

**SUPERVISION:** The safety of your student is our priority. We will have at least two adult staff members on site for all classes (one being the teacher), to assist with drop off, pick up, and in case of an emergency.

**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. Your student's teacher, or a Parkway Staff Member will stay at Parkway Playhouse with your student until they are picked up. However, students who are habitually late being picked up may be asked to leave the Conservatory program.

**COMMUNICATION:**

The Director of Education and teachers will communicate with you and your student on a consistent basis. Your student's teacher may use text, email, Remind, or another system to communicate with you. *Please* make sure you are checking these methods of communication regularly, and that we have emails and phone numbers for all households who need information. We encourage older students to take responsibility for communicating with their teacher, but parents will be contacted as well.

**PAYMENT PROCEDURES:** There are several options for tuition payments: 8 monthly payments, 2 semester payments, 1 lump sum, or any other agreement settled upon by the payment authorizer and Parkway Playhouse staff.

We gladly accept the following methods of payment: Cash, Check, Debit/Credit Card or Money Order. Payments may be made by mail, in person, or over the phone.

Payments cannot be collected by the teachers under any circumstances. All payment must be given to a Parkway Playhouse staff member.

If you choose to pay through the monthly payment plan, payments are due by the 1st 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.

**CONSERVATORY SHOWCASE/PERFORMANCES:**

**Parent Engagement Week:**

During the last week of first semester classes, (December 13-17), your student’s teacher will invite parents to attend class to watch their students in action. This is not a performance, but a way for parents to simply see what their child has been learning all semester!

**Conservatory 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. This year, the Showcase will be held on April 30 and May 1.

We *will not* have regular classes the week of the Showcase, but your child’s teacher may schedule a rehearsal that week.

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I, \_\_\_\_\_ (parent printed name), parent of  
\_\_\_\_\_ (student (s) printed name), have read and understand the policies and procedures for Parkway Playhouse, Junior’s Conservatory program. My child(ren) and I agree to abide by these policies and procedures.

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date \_\_\_\_\_ Student Signature \_\_\_\_\_