

Parent Information Handbook

Teaching Artist/Director Of Education

361-882-5500

edu@harborplayhouse.com

About the Program

Harbor Playhouse School of Theatre exists to create extraordinary theatre experiences that EDUCATE, CHALLENGE, and INSPIRE young people. Our Theatre Education classes can change your child's life by nurturing the ability and desire to think critically, work collaboratively, build self-confidence, and become assertive, active members of society. Classes are well-rounded with two primary areas of focus:

- Building skills in acting, music, and dance, while using theatre to empower students to become active and informed citizens of the world.
- To allow students the opportunity to express themselves, collaborate with others, explore the creative process, and investigate elements of story, character, themes, and genres.

STUDENT SIGN IN AND OUT POLICY

All students must sign in with the Monitor when they arrive for class and sign out when they leave the building for the day. **THIS IS VERY IMPORTANT FOR THE SAFETY OF EVERY STUDENT.** Students between the ages of 3-8yrs old must be picked up from their classrooms each day of the session. All other students may be picked up and signed out at in the Lobby.

Welcome!

The Harbor Playhouse School of Theatre (HPST) exists to create extraordinary theatre experiences and to advance theatre as a means of educating, challenging and inspiring young people and adults. We are committed to improving the quality of life for children and families in our community, state and region.

Harbor Playhouse's School of Theatre is dedicated to providing an outlet for the natural creativity of the children and families of the Coastal bend. For over 80 years, our dedicated artists, craftsmen, administrators, young artisans and volunteers have worked together to ensure a meaningful artistic experience for all. We offer a comprehensive cohesive program that offers for some a pathway that fuels/informs their professional aspirations and for others provides the opportunity to develop the skills needed to adapt and thrive in a rapidly changing global community- a new lens through which their world may be re-shaped.

Guided by the National Education Standards at each age and grade level, our

teaching staff provide a nurturing, positive and safe learning environment so that each individual child will find his/her unique voice while exploring the creative process within a community of their peers.

ORIENTATION DAY

Come and meet the teaching staff! A short orientation for parents/ guardians is held during the first five minutes of the first class period to meet the teaching artists, and become familiar with the class space.

OPEN DOOR POLICY

Parents are welcome to observe class. You may do so from either the hallway, though the window, or if you choose to be in the classroom –know that you will be invited to participate in the classroom activities.

VISITORS

We do not allow visitors (other than parents) into the classroom while class is in progress. If they are not parents they must have an employee let them in. This is for your safety and the safety of our students.

WHAT TO BRING TO CLASS

No food, juice, or soda is allowed in the classrooms. Students are encouraged to bring water bottles. Students may also bring a healthy snack to have after the class session.

WHAT TO WEAR

Dance Classes: The more clearly the teacher can see the student's body joints, the more clearly the teacher can give the student technical feedback. Dressing in layers is a good idea, but wearing a lot of bulky clothing makes it difficult to give feedback. It can be a bit cool in the studio at the beginning of class and very warm by the end so please be prepared to shed extra clothing as we go along. Hair pulled back and out of face. Large and dangling jewelry is distracting and dangerous. Please remove it before class. Most dance classes require bare feet unless otherwise noted.

Movement: children should wear clothing that is easy to move in and that won't inhibit movement. Sweatpants, shorts and t- shirts work very well, perhaps a sweatshirt during the winter months. Children are also encouraged to dance with jazz shoes (purchased on your own) during creative movement classes. Dancing barefoot helps young dancers build a sense of connection with the floor through the sole of the foot, it also provides traction."

Ballet: leotard and tights or sweats **Jazz:** Comfortable clothing, jazz shoes **Combo classes:** Comfortable /no jeans or tight clothing

Food Allergy POLICY

Harbor Playhouse strives to meet the special needs of all students. We have several students each session with severe peanut allergies. Please make sure to thoroughly wash hands and faces of students who have consumed any nuts or nut-based products. Also, please do not send any nuts or nut-based products with your student/s. We apologize for any inconvenience and sincerely appreciate your cooperation in this matter.

SHARING SCHEDULE Spring 2011

Some of our classes will open their doors for the last 10 minutes for a sharing time with parents (at the discretion of the Teaching Artist). However, each family will receive a note from their Teaching Artist regarding the end of term sharing dates and times.

REFUND POLICY

There are no refunds or credits after the first day of class.

LATE PICK UP

Students picked up more than 15 minutes after their class ends will be charged \$1 per minute, for every minute until they are picked up.

STUDENT PICK UP and DROP OFF/ PARKING

Please arrange with your student where you would like to drop them off and pick them up. **ALL STUDENT'S MUST SIGN IN AND OUT WITH THE MONITOR.**

Important Class Policies

• Refunds/Cancellation:

- If you cancel at least one week before the first class, a cancellation fee of \$25 for Winter courses and \$50 for Summer courses will apply.
- If you cancel less than one week before the class begins, no refund or credit will be issued.
- Fees for classes cannot be transferred to other sessions.
- Classes, faculty and schedule are subject to change.

- **Scholarship:** As part of HPST's commitment to providing a diverse cross-section of the community access to quality theatre education, a limited amount of scholarship dollars are available and are allocated based on need and on a first-come first-served basis. If you have questions, please contact us at edu@harborplayhouse.com or 361.882.5500 Ext-105.

- **Class Sizes:** Class sizes are limited to ensure the best possible learning environment for your student. Please register early to ensure a spot, as registrations are held on a first paid basis. All classes are subject to cancellation prior to class start if minimum enrollment is not met.
- **Supervision / Pick Up:** HPST supervision ends at the end of each class. Students 9 years and older will wait at in the lobby to be picked up. Students 2-8 years must be picked up from their classroom.

Medical Policy: If we are unable to contact a parent, or if time does not permit, we will take the student to the medical facility deemed appropriate by the responding medical emergency contact or use 911 service. Expenses incurred will be paid by the parent or legal guardian.

Insurance: the Insurance information provided on the Emergency Contact form will only be released to the medical technicians if the guardian is unavailable.