

Fort Wayne Youth theatre
ACADEMY
of Performing Arts

2021 – 2022 Student Handbook

Dear Parents & Students,

Welcome back to Youth theatre! As we begin the 21-22 Academy year, our entire staff is committed to balancing a return to normal class procedures with common sense health policies. We hope to enjoy a routine semester, but will adjust, if necessary, based on up-to-date conditions and CDC / Allen County Dept. of Health guidelines. We look forward to seeing our students and families for an exciting and creative semester!

CONTENTS

IMPORTANT DATES.....	Page 2
WINTER ONLINE SEMESTER.....	Page 2
REFUND/CANCELLATION POLICY.....	Page 2
PRIVATE VOICE LESSON POLICIES.....	Page 3
RULES & EXPECTATIONS.....	Page 4
BEFORE THE SEMESTER BEGINS.....	Page 5
BEFORE CLASS WEEKLY.....	Page 5
CLASS LENGTH.....	Page 6
ARRIVAL.....	Page 6
MASK REQUIREMENTS.....	Page 6
DURING CLASS.....	Page 6
DEPARTURE.....	Page 6
IN THE EVENT.....	Page 7
REMEMBER TO BRING.....	Page 7
END OF SEMESTER.....	Page 7
MISCELLANEOUS.....	Page 7
QUICK CONTACTS.....	Page 8
HARRASMENT POLICY.....	Page 9
WAIVER OF LIABILITY.....	Page 10
COVID-19 SELF ASSESSMENT.....	Page 11

IMPORTANT DATES:

Fall Classes	Winter Online Mini Semester	Spring Classes
Saturdays: Sept. 11, 18, 25 Oct. 2, 9, 16, 23, 30 Nov. 6, 13	A Series of Interactive Theatre Workshops TBA	Saturdays: March 5, 12, 19, 26 April 9, 16, 23, 30 May 7, 14 *No Class Apr. 2 for Spring Break
Bring A Friend Day: N/A Oct. 30th: Costumes Permitted – Must be appropriate & not inhibit policies		Bring A Friend Day: N/A
Nov. 13: End-of-Semester Demonstrations for Parents & Guests during final 30 minutes of each class.		May 14: End-of-Semester Demonstrations for Parents & Guests during final 30 minutes of each class.

WINTER ONLINE MINI SEMESTER WORKSHOPS:

A series of classes and workshops will be scheduled during January and February, both online (via ZOOM) and in person. Stay tuned and make sure to follow us on Facebook & Instagram for the latest updates on topics and availability!

REFUND/CANCELLATION POLICY:

Class/Camp Cancellations must be completed 1 week prior to the first day of Class/Camp. Full refunds will be given to those who cancel within that 1-week period via their original form of payment. If cancelling within the week of class/camp, a 15% deduction will be processed for each late cancellation day (Ex. Camp starts on Saturday, but you cancel the Sunday before a 15% deduction will be applied, if cancelling on Monday a 30% deduction will be processed from your refund etc.). Please allow 5-7 business days for the refund to be issued. We reserve the right to cancel any Class/Camp at any time, and if we do so will issue a FULL Refund via the original form of payment.

Online Policy: If you have technical difficulties the day of (i.e. trouble logging into zoom, internet issues etc.) we ask that you provide proof of the issue by taking a screenshot of the error code, connectivity issues etc. Youtheatre will determine on a case-by-case basis if you are eligible for a refund. The more proof you provide the better your eligibility. Please note that if you're enrolled in a multi-day program such as a camp, full refunds will not be given, but rather a pro-rated one if we find you are eligible. We will not provide refunds due to technical difficulties without PROOF.

Private Voice Lesson Parent/Student Responsibilities

All parents/students agree to follow all Fort Wayne Youtheatre policies/procedures outlined here and in the provided Student Handbook. Failure to do so may result in dismissal from the program.

This program is a semester-long commitment. Participants will be responsible for payment for all scheduled lessons. *(See exclusions on the Refund/Cancellation section.)*

Enrollment:

By enrolling in Fort Wayne Youtheatre Private Voice Lessons, you recognize this as a semester-long commitment and that you are reserving a specific day/time to be in the studio. You agree to be financially responsible for the entire semester despite cancellations or early termination by student/parent. *(See exclusions on the Refund/Cancellation section.)*

Payment:

- Tuition is due at the first lesson of every month. (An invoice will be sent at the end of the prior month.)
- Cash/Checks can be brought to their instructor or credit card payment made at the link provided on your invoice.
- Please note that if paying by card, a nominal fee of 3% is charged. If paying by cash/check, that nominal fee on your invoice can be deducted; and you can use the Subtotal as your total for that month.

Resource Fee:

A once-per-year Resource Fee of \$25.00 will be invoiced and due at your first lesson of the semester. Resource Fees cover extra costs of folders, binders, music books, music sheets, printing etc. All students will receive a large sturdy binder with all their sheet music to keep.

No Shows:

If you do not show to your lesson, it will be considered a forfeited lesson. No refunds or credits will be issued for forfeited lessons. If there are multiple no-call/no-shows, it may result in the loss of your reserved time slot & you will be responsible for payment for the remainder of the semester.

Private Voice Lessons Refund/Cancellation Policy

Cancellations:

Cancellations Made by Parent/Student:

You are still responsible for the full amount owed (\$25.00 per 30 minutes) for lessons you cancel, except as follows: 1.) Students are allowed no more than 2 rescheduled lessons per semester, subject to instructor availability. Reschedule requests must be submitted to the instructor no less than 5 days prior to the lesson. 2.) Students may cancel up to 1 lesson per semester for vacations, school commitments, etc. by informing the instructor at or before the start of the semester. In this instance, payment for the canceled lesson is waived.

Cancellations Made by Instructor:

If a cancellation is made by your instructor due to illness or other reason, the parent/student is allowed to schedule a make up lesson. If no make-up lesson can be agreed upon by both parties, then the parent/student will not be responsible for payment of that missed lesson.

Lesson Cancellations:

If you change your mind prior to the semester start, **we require you cancel enrollment 1 week before the 1st lesson**. In this instance, you will not be charged for any lessons or the resource fee. If you cancel after that 1-week time limit, you will be responsible for payment for the 1st month of lessons & resource fee (your original deposit).

If you cancel after you've had one or multiple lessons up to the halfway point of the semester (the 7th week of the semester), you will be responsible for payment for the 1st half of the semester (up to & including the 7th week), but not for the 2nd half. The resource fee will not be refunded in this instance. A final invoice will be sent for your remaining balance. Failure to submit payment can result in the student not being able to participate in any other Fort Wayne Youtheatre activity until payment is settled.

Failure to comply:

Failure to comply with any Fort Wayne Youtheatre's policies, procedures, payments etc. may result in dismissal from the program. Final invoice(s) will be sent for any remaining balance. Failure to submit payment can result in the student and or other family members not being able to participate in other Fort Wayne Youtheatre activities until payment is settled.

Contact Info:

Fort Wayne Youtheatre
303 E. Main St.
Fort Wayne, IN 46802
269-422-6900 (if no answer, please leave a message!)
admin@fortwayneyoutheatre.org

Instructor: Alyssa Plisco | alyssa@fortwayneyoutheatre.org

RULES & EXPECTATIONS:

Attendance:

1. Students Must Check in at the desk when arriving for classes
2. Fort Wayne Youtheatre cannot be held responsible for students leaving the building with or without parental permission.
3. If your child is going to be absent please let us know as soon as possible by contacting out office at admin@fortwayneyoutheatre.org or 260-422-6900

Excused or Unexcused... That is the question!

An excused absence is one that does not HINDER the student's attendance record in order to participate in the End of Year Showcase (TBD). Absences are excused if:

1. Illness/hospitalization (Flexible w/ Covid-19)
2. A death in the immediate family
3. Religious or School Obligation

All other absences are unexcused. We understand families' lives are busy, children get sick, cars break down, families go on vacation... there are a number of valid reasons students miss class. This is why the End of the Year Showcase is voluntary. Good attendance is the only way a student will feel comfortable with the roles the faculty sets for the Showcase. If your child misses 3 or more classes during the winter semester, they will not be eligible to participate in the End of Year Class Showcase.

Classroom Etiquette:

Students are expected to be courteous and attentive in their classes. They will be asked to leave if they become too disruptive. Negative behavior is not tolerated, though faculty will partner with parents to understand and obtain positive behavior.

Illness/Injury in the Classroom:

If an illness or a serious accident occurs during class, parents will be contacted immediately. Youtheatre will follow parental instructions or call 911 for ambulance service. It is important to keep current emergency contact information or any health-related issue(s) on file at the Youtheatre office.

COMMUNICATIONS:

1. **E-mail** will be our main source of communication, please contact us if you are not receiving emails so we can add you to our list. Check to make sure Youtheatre emails aren't going to your junk folder.
2. For latest **Covid-19 updates** please visit our website at www.fortwayneyouthatre.org/covid-19-updates
3. **Website** (fortwayneyouthatre.org): We utilize our Website and Facebook Page to inform families about class changes, important dates, cancellations, rehearsal times, and other information. We endeavor to update this and post important information at least a week ahead of time.

BEFORE THE SEMESTER BEGINS:

- Complete the **COVID-19 Self-Assessment/Waiver** located at the end of this handbook and send back digitally or at the first day of class each semester.
- Review and sign Youtheatre's **Harassment/Disciplinary Policy & Waiver of Liability** located at the end of this handbook and send back digitally or at the first day of class.
- **NO STUDENT** will be admitted to the first class unless these forms are submitted **ON TIME**.
- Forms can be emailed to admin@fortwayneyouthatre.org.



BEFORE CLASS WEEKLY:

- Verbally/mentally perform the Self-Assessment prior to arriving at class EACH Saturday. An email reminder will be sent each Saturday morning.

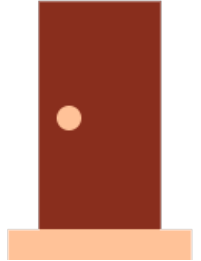
- If answer YES to any Self-Assessment questions, please stay home.
-

CLASS LENGTH:

- Class length will be return to the standard 55 minutes for the 21-22 classes.
-

ARRIVAL:

- Students should enter the **East Green Room Door** (near the Loading Dock) of AUC
- Parents/Guardians are welcome to escort students into AUC and wait for students in the Green Room if need be. However, we ENCOURAGE parents to wait elsewhere and pick students up after class if possible.



MASK REQUIREMENTS:

- Masks are currently welcome but not required in the Arts United Center.
-

DURING CLASS:

- Masks are welcome but not required in class.
- Distancing of 3' will be encouraged whenever possible.
- Staff will have hand sanitizer in rehearsal halls for use as needed.



DEPARTURE:

- Students and Families should exit AUC via **West Green Room Door** (near Freimann Square) at the end of class.
- Parents/Guardians must be waiting for Students **ON TIME** in the Green Room, at the **West Green Room Door** (near Freimann Square) or in their cars (parking spaces behind Freimann Square are visible from the West Door) at the end of class.



IN THE EVENT...

- In the event of absence due to a YES answer on the Self-Assessment or other positive COVID-19 diagnosis, Parents/Guardians should inform Youtheatre immediately at 260-422-6900, Ext. 1 / admin@fortwayneyouththeatre.org. Your information is confidential; Youtheatre will not disclose identities or other personal details.
- In the unlikely event of a “Stay at Home” Order or other escalation in COVID-19 that makes in-Person Classes impossible or unwise, most classes will take a week off before moving online via Zoom.



REMEMBER TO BRING:

- Water Bottle labeled with name (optional). Drinking fountains are off-limits. Bottle Filler Station is open.

END OF SEMESTER:

- All Performing Arts Classes will hold demonstration performances for parents & guests during the final 30 minutes of the final class of each semester.

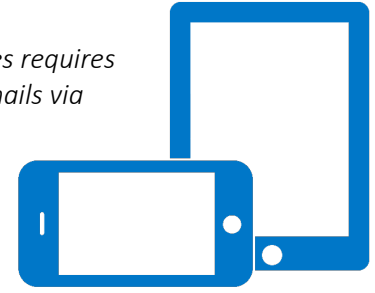
MISCELLANEOUS:

Emergency Closings: If it becomes necessary to cancel classes due to weather, Youtheatre will post on our website and Facebook page by 8am Saturday morning. We will send out an e-mail informing you to keep checking for a closure by 5:00pm the day before (Friday) when possible. Please note classes cancelled will not be made up.

If it becomes necessary to cancel because of Covid-19 or state mandated reasons, Youtheatre will inform families as soon as possible. In this event, it is possible that classes will move to an online format.

QUICK CONTACTS:

**Note: If calling our office, please leave a message if there is no answer. Saturday Classes requires all hands-on deck, meaning we are in and out of the office. We do have access to voicemails via email. Thank you.*



Youtheatre General Inquiries: 260-422-6900, Ext. 1 /
admin@fortwayneyoutheatre.org

Todd Espeland, Executive/Artistic Director: *Online "Playwriting" Teacher:* 260-422-6900, Ext. 3 /
todd@fortwayneyoutheatre.org

Christopher J. Murphy, Asst. Director/Outreach: *"Senior Drama" Teacher:* 260-422-6900, Ext. 2 /
murphy@fortwayneyoutheatre.org

Megan Ebbeskotte, Marketing Director/Administrative: 260-422-6900, Ext. 1 /
megan@fortwayneyoutheatre.org

Kimee Gearhart, Youtheatre Administrative Assistant: 260-422-6900, Ext. 1 / admin@fortwayneyoutheatre.org

Emersen Conner, Youththeatre Intern: 260-422-6900, Ext. 1 / intern@fortwayneyoutheatre.org

Heather Closson, "Pre-Creative Drama" / "Musical Theatre" / "Dance" Teacher:
heather@fortwayneyoutheatre.org

Audrey Kindy, "Creative Drama" / "Senior Drama" Teacher: audrey@fortwayneyoutheatre.org

Reuben Albaugh, "Beginning Drama" Teacher: reuben@fortwayneyoutheatre.org

Gregory Stieber, "Putting It Together" Teacher: greg@fortwayneyoutheatre.org

Alyssa Plisco, "Voice for the Stage" / "Musical Theatre" Teacher: alyssa@fortwayneyoutheatre.org

Lindsay Hoops, "Junior Drama" Teacher: lindsay@fortwayneyoutheatre.org

Note: To Contact our Technical Theatre Teachers, contact Kimee Gearhart to be put in touch with the appropriate teacher.

Harassment Policy

In promoting drama and the requisite skills, the faculty, administrators, students, and their parents must practice civility, good manners, courtesy, consideration for the abilities and talents of others, and good community. Consequently, behavior that degrades or is contrary to those aspects of learning, performance, and community have no place at Fort Wayne Youtheatre. The following statement is intended to identify unacceptable behavior.

Fort Wayne Youtheatre has does not tolerate for any statements, behaviors, or actions of a threatening nature, weapon possession, use of profanity or obscenity, intimidation or other behaviors by any student, parent, stage person, faculty, or other individual that might pose a threat to the well-being of any person, whether such behaviors occur on Fort Wayne Youtheatre grounds or in the facility, or at any other place where an educational, performance, or outreach function is occurring and Fort Wayne Youtheatre students, parents, staff, faculty, and others are present.

The policy applies to Fort Wayne Youtheatre premises before, during and after Youtheatre hours; anytime Youtheatre buildings or grounds are being used by a class or camp; off grounds at any Youtheatre function or event; when traveling to and from a Youtheatre activity, function or event; or at any time or place which may affect an educational, performance or outreach function or could be identified with Fort Wayne Youtheatre. All potential safety concerns will be investigated thoroughly.

If you become aware of a threatening situation, you must report it promptly to Executive Director Todd Espeland or Administrative Assistant Megan Ebbeskotte

General Rules

- Do what's right
- Do your best
- Treat others the way you wish to be treated

If each of us follows these three basic rules in each of our interactions throughout the school year, Youtheatre will truly be a place where students can reach their fullest potential.

I hereby state that I have read & understood the above harassment policy & rules pertaining to all individuals involved in the Fort Wayne Youtheatre.

Parent/Guardian Signature

Date

WAIVER OF LIABILITY

- 1. Waiver and Release of Liability.** I acknowledge that serving as a student may involve a risk of personal injury (including fatal injuries) and property damage. I knowingly assume any and all risks associated with my student experience. I, for myself, my personal representatives and all others who might have a similar claim, hereby irrevocably and unconditionally FOREVER release, waive and discharge any and all charges, complaints, claims, liabilities, obligations, promises, agreements, controversies, damages, actions, suits, rights, demands, costs, losses, debts and expenses arising directly or indirectly from my volunteer experience (collectively, "Claims") against Organization, Arts United or any of their respective affiliates, owners, predecessors, successors, assigns, agents, directors, officers, employees and representatives (the "Released Parties"). I understand that this Section 1 applies to all Claims of any nature whatsoever, whether known or unknown, suspected or unsuspected, foreseen or unforeseen.
- 2. Hold Harmless.** I agree to DEFEND, indemnify and hold harmless any of the Released Parties from any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind (including without limitation attorneys' fees) that are incurred or suffered by any of the Released Parties (collectively, "Losses") on account of any and all third party charges, complaints, actions, suits, demands and claims (collectively, "Third-Party Claims") arising directly or indirectly from my failure to comply with the terms and conditions of this Agreement or my negligent act(s) or omission(s) or reckless or willful misconduct in connection with my volunteer services with Organization.
- 3. Consent.** Without limiting the foregoing, (a) in the event I sustain a personal injury as a result of my services as a student to Organization, I authorize all necessary medical treatment that may be prescribed by qualified medical personnel, and I agree that I will be solely responsible for payment of all costs arising from any such injury and medical treatment; and (b) I consent to the use of my name and/or photograph or likeness by Organization without any compensation or inspection.
- 4. General Provisions.** (a) Any proposed amendment, discharge, termination or change to this Student Release and Waiver of Liability ("Release") must be in writing and authorized by Organization in writing. (b) The waiver by Organization of a breach of any provision of this Release shall not operate or be construed as a waiver of any subsequent breach, and no waiver shall be valid unless it is in writing and is signed by the party against whom such waiver is sought. (c) I agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and that this Release is to be construed in accordance with the laws of the State of Indiana, and any dispute regarding the matters set forth herein shall be resolved in the federal or state courts sitting in Allen County, Indiana. (d) I expressly agree that if any provision of this Release is held invalid, that the balance of the Release shall, notwithstanding, continue in full legal force. (e) I understand that the terms and conditions of the following provisions of this Agreement will survive my completion of the volunteer experience with Organization: Sections 1, 3, 4 and 5.

Student Name (Print)

Student Signature (if 18+)

Parent/Guardian Signature (if child under 18)

Date

PHOTO RELEASE

1. Photo Release. The Fort Wayne Youtheatre has my permission to use my or my child's photograph/video publicly for any marketing or promotional materials. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

I Consent

I Do Not Consent

Student Signature (if 18+)

Parent/Guardian Signature (if child under 18)

Date



COVID-19 SELF-ASSESSMENT & WAIVER

Student/Volunteer/Employee Screening Procedures: This screening is a self-assessment (or by a parent/guardian if under 18).

STEP 1 (On or Before First Day): Please complete and return this form before beginning to work/volunteer/participate at the Fort Wayne Youtheatre. Forms can be emailed to admin@fortwayneyoutheatre.org or returned in person.

STEP 2 (Daily): Students/Volunteers/Employees are required to ask themselves, to the best of their knowledge, the following questions each day before arriving at the Youtheatre. Upon arriving at Youtheatre, everyone must sign in as an acknowledgement that they are present and answer “NO” to all screening questions. Please keep a copy of this form for daily use.

COVID-19 SELF-ASSESSMENT	
1. Have you been confirmed positive for COVID-19?	YES: _____ / NO: _____
2. Do you have any of the following CDC-identified symptoms of COVID-19 (this list of symptoms may be updated as CDC guidance changes): a. fever over 100.4 degrees b. chills c. cough d. shortness of breath e. unexplained fatigue, muscle or body aches f. unexplained headache g. new loss of taste of smell h. sore throat, congestion/runny nose i. diarrhea j. nausea or vomiting	YES: _____ / NO: _____
3. Have you had close contact or cared for someone who: a. has exhibited symptoms of COVID-19 (see list above) <i>or</i> b. tested positive <i>or</i> c. been declared presumptively by a healthcare provider for COVID-19.	YES: _____ / NO: _____
<ul style="list-style-type: none"> Fully vaccinated individuals who are exposed to COVID-19 may still attend Youtheatre unless they exhibit symptoms. If you answered “YES” to any of the above questions, please notify Youtheatre immediately and do NOT report to Youtheatre until cleared to do so. (Asymptomatic vaccinated individuals may still attend.) If you begin to exhibit symptoms while working as a Youtheatre student/volunteer/employee, please take precautions (face-covering/social distancing) while informing Youtheatre staff, leave immediately (or isolate until picked up by a parent/guardian) and seek appropriate medical care or COVID-19 testing. Students/volunteers/staff must notify Youtheatre immediately if your health or COVID-19 exposure has changed. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By volunteering, attending, and/or entering the Arts United 	

Center or any building or space where you are volunteering for Fort Wayne Youtheatre, you voluntarily assume all risks related to exposure to COVID-19 for you or your child.

The Fort Wayne Youtheatre and Arts United are in agreement that, consistent with CDC Guidelines...

- If a student/volunteer/employee thinks or knows he/she has COVID-19, he/she will not be approved to return to Youtheatre until: 3 days with no fever **and** respiratory symptoms have improved (e.g. cough, shortness of breath) **and** 10 days since symptoms first appeared.
- If a student/volunteer/employee exhibits symptoms, risks and the need to halt classes/rehearsals/camps/etc. will be assessed on a case-by-case basis.

I, (name of student/volunteer/employee) _____, acknowledge that I have read Youtheatre's 2021 COVID-19 policy/self-assessment and I agree to the guidelines contained in this plan. I recognize that my health and that of my co-workers and volunteers could be adversely impacted if these provisions are not followed by all and that I will follow these provisions to the best of my ability.

Signature of Employee/Volunteer/Student:

Date:

Printed Name of Employee/Volunteer/Student:

Signature of Parent (if individual is under 18 years old):

Print Name of Parent:

What can parents do to protect their family?

- ✓ Parents should take the same precautions they would for any common cold or flu.
- ✓ Family members need to wash their hands frequently and thoroughly with soap and hot water for at least 20 seconds. (Alcohol-based hand sanitizers are also effective.)
- ✓ Teach children to keep their hands away from their mouth, eyes and nose.
- ✓ Cough and/or sneeze into your elbows or a tissue, not your hands.
- ✓ Encourage social distancing of 3 to 6 feet when possible.
- ✓ Normalize the wearing of face-coverings over the mouth and nose when appropriate.
- ✓ Encourage healthy habits, including eating a healthy diet, exercising and getting enough sleep.
- ✓ Do not send students to activities when they are sick.
- ✓ Get all eligible members vaccinated for COVID-19.

Visit fortwayneyoutheatre.org for the most up-to-date information & policies.