

DEPARTMENT OF THEATRE EDUCATION



Performing Arts Center

Theater • Dance • Voice • Violin & Piano

Studio Policy Handbook
Fall 2020 / Spring 2021

Brunswick Studio

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INTRODUCTION

Studio 48 Performing Arts Center was founded by Brunswick native Rebecca Beck in 1996. The concept for Studio 48 was inspired from her collaboration with the Chocolate Church Arts Stage in Bath, where she implemented their Children's Youth Theater program and served as their Music Director. Realizing a need for a venue focused on the development and cultivation of the artistic talent in our community, Rebecca relocated to Fort Andross in Brunswick in order to provide a space large enough to accommodate theater productions, recitals and private lessons. Together with running a music store and private studio at Senter's Place in Brunswick, she was eventually able to officially open the Studio 48 Brunswick location on Davis Street in 2001. With the Brunswick Studio acquiring a reputation for continued excellence in Performing Arts Education, Studio 48 celebrated in 2019 by expanding its reach to a second location in Yarmouth.

Now Studio 48 has become a thriving educational facility offering classes, workshops, and private instruction for children and adults in the performing arts. Our college-educated faculty boasts professionals who understand the importance of excellent training, dedication, and perseverance, as many are actively performing as well as teaching. The Department of Theatre Education at Studio 48 dedicates its service to the continual education of thespian excellence in today's community, maintaining a focus on developing skills necessary for success in the performing arts.

With over two decades of inspiring young artists, our students have gone on to participate in regional and national programs in every discipline of the performing arts. Notable Students from Studio 48 have graduated on to baccalaureate pursuits at such Colleges and Conservatories as: Juilliard School of Music, New England Conservatory of Music, Boston Conservatory, Boston University School of the Arts, Philadelphia School of the Arts, Emerson College, and Berklee College of Music. Additionally, students have continued sharing their love of the arts by opening private studios in different states and performing in notable orchestras and opera companies.

PHILOSOPHY

We design our program to best suit the current needs of our community in Maine. Bringing together a nationally and internationally renowned faculty, Studio 48 is able to provide a unique educational opportunity, sharing the decades of performance experience of its instructors to that of the next generation. This direct lineage from teacher to student is a time honored tradition of the classical arts and one of historical significance. We seek to blend the wealth and experience of the past with the brightness and innovations of the future.

Our mission is to inspire a life-long love and respect for the arts in our students, our families, and our community. Studio 48 focuses its efforts on developing creativity, confidence and personal self-worth in each of its students. Our non-competitive approach to arts education provides positive reinforcement of life skills, such as discipline, learning methods, self-expression, and an appreciation for other art forms.

The classical arts are progressive, meaning they are a craft built from the foundation up. Constant, consistent and repetitive practice is paramount in the creation of any respectable artist. Whether a

student attends just for fun or with the intent to pursue a career as a performer, we maintain the same expert level of instruction. Acquiring the tools necessary to become a dedicated practitioner of the performing arts requires the methodical practice of technique, artistry, and musicality under the watchful eye of experts. Whether your goal is to understand better the arts, to participate recreationally or to become a professional artist, our teaching methods are designed to help you bridge that gap between the stage and reality.

ENROLLMENT

Studio 48 encourages students to join with the intent of actively participating in the full season. Lessons are systematically structured to build from week to week, and to advance from the Fall to Spring. Commitment to the entirety of the season best enables the student to progress forward in his or her arts education, and to meet the developmental growth objectives for the class.

ADMISSION

Studio 48 PAC welcomes and admits students of any race, color, national or ethnic origin, religion, ancestry, gender, gender identity or expression, sexual orientation to all of the rights, privileges, programs, and activities generally accorded or made available to students of this school.

DISMISSAL

Studio 48 PAC reserves the right to dismiss students for non-compliance regarding rules, or conduct deemed damaging to other students, teachers, or facilities. Willful or negligent damage by students or their families to the facility or properties within and/or around the facility is the responsibility of the student/family. Repair or replacement costs must be paid by anyone responsible.

PRIVATE LESSONS

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| Tuition and Payment | <p>Payment needs to be paid on the first lesson of every month in full. If there are four lessons in the month, payment amount needs to be for the four lessons. If the lesson falls on a day where there are five lessons, then the payment needs to be for five lessons.</p> <p>Weekly paying students: If you cancel on the day of your lesson for another activity, you are expected to pay the lesson rate in full. If lesson is not paid in full, you will forfeit that lesson time and will need to find another time.</p> |
| Absences and Scheduling | <p>There are only 2 excused absences for the year for illness. If your child or you are ill, please call the studio at 207.798.6966 and email us at studio48pac@comcast.net to inform us of your illness.</p> <p>If you or your child have a conflict on the day of your lesson and have not given notice on the first day of the month, you will have forfeited the lesson. Please schedule accordingly. This includes all school concerts, shows and sporting conflicts.</p> |

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| | <p>Students who need to change their scheduled time to another day for a short period of time may not be able to return to the originally scheduled theatre lesson, due to scheduling new students.</p> <p>Tardiness: Students who are 10 minutes late for a half hour lesson will only receive 20 minutes. If students are late for the hour lessons, the lesson will end at the original time.</p> <p>Students who want to keep their scheduled lessons and can not commit to the month will need to pay for the month even though they are not attending the lesson.</p> <p>Monthly Paying Students who fail to show up for lessons will forfeit the lesson without compensation.</p> <p>Weekly Paying Students who fail to show up for lessons will be expected to pay the full amount for unattended classes.</p> |
| Expectations | <p>Come prepared with the required material learnt and necessary practice books.</p> <p>If you or your child comes to the lesson without the necessary equipment required, the lesson will involve skill building exercises only.</p> |
| Cancellations | <p>Monthly students who cancel for another activity will forfeit their lesson and will be required to go to a weekly status and pay full lesson rate.</p> <p>When the instructor/teacher is ill or cancels your lesson, you will receive credit towards the next month or a make- up lesson within the month.</p> <p>If Termination of Enrollment is desired before the end of a session, Studio 48 requires a 30-day Written Notice. During this 30-day period, the student is consider an active participant in all enrolled classes and activities, and any outstanding Tuition during this time will be assessed to the student's account.</p> <p>Please see STUDENT CANCELLATIONS for more information.</p> |

GROUP LESSONS

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| Registration | <p>The annual Registration Fee for group classes is \$10.00 for each series of workshops. Registration for the year is ongoing from August 1st, 2020 until February 1st, 2021.</p> <p>The annual Registration Fee is a one-time, non-refundable charge, that is valid throughout the Fall 2020 and Spring 2020 sessions. The Registration Fee is due at the time of registration and serves as a monetary commitment to the tuition expectations as outlined in this handbook.</p> |
| Tuition | <p>Tuition fees are calculated and made available at the time of registration. Tuition is non-refundable nor is credit extendable beyond the Spring Session, without express permission from the Board or the Executive Director. Automatic tuition payments will be made online through Dancestudio-Pro.com, and can be set up at time of registration. All major credit cards are accepted through this process.</p> <p>Additionally, payments by checks are acceptable if the entire tuition for the session is being paid in full. Checks may be made payable to <u>STUDIO 48 PAC</u>. All Returned</p> |

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| | <p>Checks will be assessed a \$25.00 Returned Check Fee. Payments through installments are considered upon special request and must be approved by the Executive Director.</p> <p>Please mail checks to Studio 48 Performing Arts Center, 20 Davis Street, Brunswick, ME 04011.</p> <p>Students dropping classes before the end of the Fall Session are responsible for tuition up until the date of their 30-Day Notice. Students dropping classes before the end of the Spring Session are responsible for the entirety of the tuition for that session. Please review our STUDENT CANCELLATIONS section for further explanation.</p> |
| <p>Class Size Limits and Placements</p> | <p>Classes are limited to a twelve student maximum to ensure the greatest learning potential for each student. Classes of more or less than twelve students are allowed and continued at the Executive Director's discretion. All classes with less than four students registered will be considered by Studio 48 for cancellation. Students already registered for Canceled Classes will receive an advisory for alternative placement.</p> <p>Class schedules and descriptions are guidelines to help ensure the proper placement for the student. Studio 48 reserves the full right to adjust, to alter or to adapt scheduling outlines and class descriptions in order to better meet the needs of the class.</p> |
| <p>Attendance</p> | <p>Regular attendance is expected. The development of any artist is directly proportionate to the consistent and cognitive effort expressed in class. This coupled with positive reinforcement will ensure the student is getting the most out from his or her time at Studio 48.</p> <p>Please try to arrive no more than 5-10 minutes early to the start of class in order to warm-up and prepare for that day's lesson. No classes will be held waiting for tardiness. Late arrivals must follow the expectations of the teacher when preceding with class.</p> <p>Prolonged Absences of more than two weeks in any given month are a concern. Studio 48 will reach out to the family to better understand the circumstances and reasons for these absences.</p> |
| <p>Cancellations</p> | <p>Before the BEGINNING OF THE SPRING SESSION: If Termination of Enrollment is desired before the end of a session, Studio 48 requires a 30-day Written Notice. During this 30-day period, the student is consider an active participant in all enrolled classes and activities, and any outstanding Tuition during this time will be assessed to the student's account.</p> <p>After the BEGINNING OF THE SPRING SESSION: Most preparation for our end-of-the-year Performance Showcase begins at the end of our Fall Session. The removal of one student causes the adaptation and adjustment of choreography, musicality, and staging, which is disrupting to the efforts of the other students, the instructors and the studio. For this reason, <u>Families wishing to terminate enrollment</u> after the on-start of the Spring Session <u>will be held responsible for the full tuition amount of the entire Spring Session</u>, including any additional fees expected from prior commitments held during the Spring Session. As a consideration, please notify the Artistic Director in writing immediately.</p> <p>Please see STUDENT CANCELLATIONS for more information.</p> |

YEARLY CALENDAR

| Fall Session | | |
|-------------------------------------------|-----------------------------|--------------|
| Monday, September 14 | Fall Session Begins | |
| Monday, October 12 | Columbus Day | Classes Held |
| Saturday, October 31 | Halloween | No Classes |
| Wednesday, November 11 | Veteran's Day | Classes Held |
| Monday, November 23 – Sunday, November 29 | Thanksgiving Week | No Classes |
| Monday, December 20 – Sunday, January 3 | Winter Break | No Classes |
| Monday, January 18 | Martin Luther King, Jr. Day | Classes Held |
| Sunday, January 31 | Fall Session Ends | |
| Spring Session | | |
| Monday, February 1 | Spring Session Begins | |
| Monday, February 17 | Presidents' Day | Classes Held |
| Monday, February 15 – Sunday, February 21 | February Break | No Classes |
| Monday, April 19 – Sunday, April 25 | Spring Break | No Classes |
| Monday, May 31 | Memorial Day | Classes Held |
| Saturday, June 12 | Performance Showcase | |
| Sunday, June 13 | Spring Session Ends | |

MAKE-UP POLICY

If you are aware that you are unable to attend a lesson, please inform the instructor so that he or she can make appropriate notes for the absence. Excused Absences will be allowed to make-up the missed lesson by taking an additional class in any style that is equal to or less than the level that is appropriate for that individual student. Excused Absences include severe or prolonged illness, unexpected emergency, necessary appointments, and other extenuated circumstances. Attending an additional class as a Make-up must be brought to the attention of that instructor before the beginning of the lesson.

Excused Absences are not creditable as Make-ups to sessions beyond the current session, nor are they redeemable as a financial reimbursement.

Cancellations by the studio either for inclement weather or unforeseen circumstances will maintain the same Excused Absence Policy. The number of classes missed can be credited to take additional classes in any style that is equal to or less than the level that is appropriate for that individual student. In the event that additional classes will be needed to compensate for canceled classes, the studio may hold lessons during February or April break. These will serve as the Make-up, and no additional Excused Absences will be given.

WEATHER CANCELLATIONS

In the event of inclement weather, Studio 48 follows the decision of the public school system for each location: YARMOUTH SCHOOL DISTRICT for the Yarmouth Studio and BRUNSWICK SCHOOL DISTRICT for the Brunswick Studio. Additionally, news of Weather Cancellations will be delivered through e-mail and through our social media platforms.

Prolonged cancellations of classes by Studio 48 due to severe weather conditions may result in the consideration of additional Make-up classes. These will be scheduled with concern to the convenience of most involved, but are ultimately up to the discretion of the Board and the Executive Director.

Extended or Mandatory Cancellations due to Natural Disasters (such as the COVID-19 outbreak), will be supplemented through Virtual Lessons. The degree and terms of the supplemental classes will be determined based on the decisions of the Board and the Executive Director. Studio 48 commits itself to continuing its educational process to whatever degree possible, and therefore NO REFUNDS will be given.

STUDENT CANCELLATIONS

Studio 48 considers Terminations of Enrollment extremely serious, and understands that each situation needs to be considered individually. Whether the issue be financial, scheduling or other, please address your concerns to the Executive Director. Open communication is essential to avoid an escalating or irreparable situation. We, as an organization, will seek to provide every opportunity available to help rectify the problem.

GENERAL RULES

1. Street Shoes must be clean to be worn inside the studio space.
2. Absolutely NO chewing gum in the studio.
3. Cellphones should be turned off or silenced before the beginning of class.
4. Label your belongings and personal items in order to help keep all possessions together.
5. Food or Beverages (other than water) are not allowed to be consumed in the studio space. Please refrain from excessively smelly foods, and be respectful when eating foods with common allergens.
6. Students and parents using the dressing rooms are responsible for maintaining its cleanliness and tidiness. Please be considerate of those using it after you, take all belongings with you.
7. No Running or inappropriate Horseplay. You must treat the studio respectfully.
8. Please keep hands and body away from mirrors.
9. Leave all valuable possessions at home. Studio 48 is not responsible for items lost or broken.
10. Use of studio computers is OFF LIMITS to all students.
11. Refrigerators and microwaves are available to students and parents, if maintained clean.
12. Studio 48 reserves the sole right of capturing photography or videography for the use of advertising or educational record. Please do not record students while lessons are in session.

CONCURRENT STUDY

Concurrent Study will be allowed only with the explicit permission of the Executive Director. All students wishing to study concurrently must inform their instructors and the Theatre Department in writing of their involvement and commitments to other studios to avoid conflicting schedules. Studying multiple techniques under multiple instructors in the same discipline can be productive or counterproductive depending on many factors. For this reason, Studio 48 expects full disclosure of any student pursuing Concurrent Study.

MASTER CLASSES

Throughout the year, Studio 48 and the Department of Theatre Education will offer Master Classes and Master Class Series. These classes are offered and highly recommended as supplemental, cross training to the students' core curricula. Do highly consider these focused lessons as opportunities to expand your technique, musical knowledge and experience. Age restrictions and abilities do apply.

Master Classes and Master Class Series are independent of the academic curricula. Costs and Fees associated with any Master Class are independent of and in addition to the student's regular tuition. Studio 48 requires a deposit of 1 class cost for each Master Class and/or Master Class Series at the time of Registration. Non-Studio 48 students will be charged a \$5.00 (Master Class) or \$10.00 (Master Class Series) non-refundable Registration Fee.

PERFORMANCES

Studio 48 is foremost a Performing Arts Center, and seeks to provide numerous performance opportunities throughout the year. Partaking in these performances is a special privilege and requires absolute commitment. Please consider the expectations fully before committing to any performance produced by Studio 48.

The end of the year Performance Showcase is a unique opportunity to demonstrate the students' growth and development. The Department of Theatre Education presumes that every student registered for the Fall and Spring Sessions has committed to participating in the showcase. Those who do not wish to participate must clearly express their withdrawal in writing to the Executive Director before February 1st 2021. Students failing to do so may be responsible for losses appropriated by Studio 48.

PERFORMANCE EXPECTATIONS

Studio 48 expects the same degree of concentration and dedication in the classroom as it does on the stage. Performances are rehearsed and repeated in order to obtain a certain level of professionalism. We view every Performance Opportunity as a representation of our studio, our instructors and our students.

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General Rules

- Arrive at the performance venue earlier than Call for all rehearsals and performances.
- Spend free time warming up, reviewing scripts, and becoming mentally prepared for the performance.
- Find an area in the green room to designate as your space and keep all belongings there.
- Prepare Performance attire in an organized manner.
- Bring sufficient and healthy snacks and liquids to sustain you throughout the day.
- Double check all belongings are returning home with you before leaving the performance venue.

Details regarding performance times, scheduling and location will be made available once determined.

COSTUMES

Please dress respectfully and in accordance with the expectations of the event. Remember you are representing Studio 48. Specific details will be given at the time of the performance's announcement.

Depending on the performance and its expectations, additional Costume Rental Fees or Costume Purchases may be assessed. Information in regards to costuming will be released at the time of commitment for any given performance. Associated Fees and Payment Dates will be a part of this announcement.

COSTUME EXPECTATIONS

Costumes are under the sole responsibility of the student once distributed by Studio 48. The student must maintain order of all allocated head pieces, costumes, accoutrements and props specific to the performance piece. All items in relation to costumes and the necessary make-up for the performance must be kept pristine and readily available for the performance, and following performances when applicable. Please check to make sure you have every article needed before heading to the performance venue.

General Rules:

- Maintain labels that include all items associated with that costume.
- Label each item clearly, but discreetly, with the name of the student.
- When in costume do not drink colored beverages or consume messy foods.
- Keep hands away from hair and face to avoid spreading make-up or hairspray.
- Check your costume for tears, rips or issues.
- Make sure you are wearing all pieces and accoutrements before entering backstage.

Similar to classroom expectations, all costumes, make-up and props must be removed and properly packed up before leaving the theater. Studio 48 respects the performing arts and the magic created by stage, therefore Students are required to return to regular attire and face make-up before leaving the backstage area.

OWNERSHIP RIGHTS of INTELLECTUAL PROPERTY

Our faculty has acquired its mastery and expertise through years of study, practice and execution. The result of this has been a collective shaping of our theatrical technique, theatrical theory, methodology, staging, pedagogy, philosophy, and ethics; all of which is considered Intellectual Property and remains the sole privilege of Studio 48 and its instructors. For this reason, no unauthorized repetition, recording, or representation of this material will be tolerated without the permission of the Board and the Executive Director. Failure to comply may result in immediate expulsion from the school and/or legal action.

OFFICE HOURS and CONTACT INFORMATION

Studio 48 can be contacted through e-mail at anytime and is the preferred method of communication. All inquires can be directed here: office@studio48pac.com.

We do not accept calls during scheduled class times, please consider accommodating all calls during the daytime before lessons begin. It is best to leave a voice mail and we will return your calls promptly.

Please address any comments or concerns to the appropriate department or instructor. This information can be found on the Contact Page of our website: www.studio48pac.com.

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We are happy to welcome you to the Studio 48 family!