

WYART GUIDE for PARENTS:

A short handbook with policies, procedures, forms & how to's.

REGISTRATION

Registration Form can be found in the Appendix at the end of this guide

You may peruse class descriptions, tuition requirements and download brochures on our website:

www.wyart.org

TO REGISTER:

- To Register by MAIL:

Please download and complete our WYART Registration Form and mail with payment to:

Weathervane Playhouse

PO BOX 607

Newark, OH 43058

- To Register ONLINE:

<http://weathervaneplayhouse.tix.com/Schedule.asp?OrganizationNumber=2371>,

- If you need assistance please call 740-366-4616 during regular Box Office Hours, and someone will assist you or return your call. Please note during our Fall, Winter & Spring seasons our box office does not hold regular hours.

- To Register IN PERSON:

In the summer, you may register in person at our Box Office, during regular Box Office Hours.

(Note: Our Box Office is open mid-May through early August). During the school year, please use our mail and online options.

ATTENDANCE & CANCELLATION POLICIES

Since most classes have a final performance, and all students are important to the final product, students should attend every day. If you cannot attend, please notify us by email or phone that you will be absent.

Class cancellation because of weather or teacher illness/emergency will be posted on the Weathervane's Facebook page, no later than one hour before the scheduled start of class. In the case of weather or other emergency, WYART will do everything in our power to schedule a make up class.

STUDENT SIGN-IN POLICY

All students must sign in or out with Instructor or Instructors assistant upon arrival and after each class when they depart for the day. If student is unsure who is picking them up they will be asked to bring the parent in to sign them out.

Please Note: For the safety of our students in Pre K-5th Grade, students must be escorted to the classroom each day of the session. Please do not drop your child off in the parking lot.

EARLY DROP OFF – LATE PICK UP

PICKING UP EARLY: If you need to pick up your student before the end of the class, advance notice by email is required. Please park in the lot and come in to the theater or classroom.

PICKING UP LATE: Please pick your child up on time. Parents arriving more than 15 after the end of class, will be charged \$10 per 15 minutes late. Example, class lasts from 4-5 p.m. If your child is picked up between 5:15 and 5:30 = \$10, 5:30-5:45 = \$20 and so on.

DROPPING OFF EARLY: Please do not drop off your child more than 15 minutes before the start of class. Staff is not available to supervise them.

WHAT TO BRING TO CLASS

- Water Bottle

- Healthy Snack or Lunch (if workshop length permits)
- Folder or 3-Ring Binder for Class Materials
- All workshops require clothing that is easy to move in. Students are encouraged to wear dance apparel such as leotard, t-shirt, jazz pants and jazz shoes. No Jewelry. Hair clipped or tied out of face. No Jeans, Flip-Flops or open toe shoes at any time. Sneakers or dance jazz shoes are the safest and easiest to work/play in.
- IF class is held in the Matthew Trombetta Arts Wing (MTAW) students must have a separate pair of sneaker/dance shoes that are not worn outside. No street shoes will be allowed on the dance floor.

OPEN/CLOSED DOOR POLICY

All workshops are closed to the public. Parents are welcome to observe, but all efforts should be made to arrange this 24 hours in advance. Please do not interrupt class on a regular basis.

Parents, please wait for your student in the hallway, or outside. In the case of inclement weather, the WYART office may also be used for a waiting area.

WYART PERFORMANCES

All WYART productions are open to the public. Donations accepted during performances go to support future educational programming at Weathervane Playhouse. Your gifts are greatly appreciated, thank you! Tickets for our WYART Productions will be available for sale at the Weathervane Playhouse Box Office and Online.

TUITION AND REFUND POLICY

The Tuition and Refund Policy outlined here applies to classes for both WYART Productions and WYART Workshops.

TUITION

One-half of tuition fees are due at the time of registration for classes related to a WYART Production or WYART Workshop. The remainder of tuition fees are due prior to the start of the first class, or on the day of the first class prior to the beginning of said class.

Failure to pay the remaining amount of tuition prior to the start of the first class will result in cancellation of registration for the Production or Workshop, and refund or credit processing based on timing as outlined below.

REFUNDS OR CREDITS

Requests for tuition refund due to withdrawal from classes related to WYART Productions or WYART Workshops will only be accepted under the following circumstances:

- Withdrawal at least 7 days prior to the start of the first day of class will result in a full refund or credit of the total amount paid by the registrant.
- Withdrawal during the week prior to the start of the first day of class will result in a 90% refund or credit of the total amount paid by the registrant.
- Withdrawal occurring on, during, or after the first day of class and prior to the start of the second day of class will result in a refund or credit of 75% of the total amount paid by the registrant. Weathervane Playhouse will retain 25% of the paid amount as a service fee for cancellation.
- Withdrawal after the second day of class and prior to the start of the third day of class will result in a refund or credit of 25% of the total amount paid by the registrant. Weathervane Playhouse will retain 75% of the paid amount as a service fee for cancellation.
- Withdrawal after the third day of class will result in no refund or credit of the total amount paid by the registrant.

During a WYART session, if a discount is offered within a specified date range and the discount code is not used upon initial sale of tuition, the registrant will not be eligible for a refund for the difference between full tuition and discounted tuition.

During a WYART session, a package of two or more classes may be offered where those classes are sold at a discounted rate within the package. If a registrant purchases two or more classes and the package is not selected at time of initial purchase, the registrant will not be eligible for a refund for the difference between classes and package.

If a class or production workshop is cancelled for any reason by Weathervane Playhouse, registrant will receive a full tuition refund or credit of the total amount paid.

SOCIAL MEDIA, DONATIONS, REWARDS ETC

KROGER REWARDS

Register your credit card with Kroger and a portion of your purchase will go to support Weathervane programming. Thank you in advance for your generous support of our educational programming.

AMAZON SMILE

AmazonSmile is a simple and automatic way for you to support your favorite charitable organization every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization. You can choose from nearly one million organizations to support.

FACEBOOK, TWITTER

"Like us" on [FACEBOOK](https://www.facebook.com/WYARTatWeathervane/) so all your friends can find out about the wonderful things happening at Weathervane Playhouse and WYART. <https://www.facebook.com/WYARTatWeathervane/>
or Find us on TWITTER: @WYARTheatre

THE APPENDIX

A: FORMS

Registration Form
Audition Form



Weathervane Young Artists Repertory Theater

www.weathervaneplayhouse.org
100 Price Road
Newark, Ohio 43055
740-366-4616
ted@weathervaneplayhouse.org

STUDENT APPLICATION

Please fill out the first page of this form. If you are new to WYART or your medical information has changed, please also fill out pages 2 and 3.

STUDENT NAME			CLASS(ES)/PRODUCTION(S) ENROLLING IN:		
STREET ADDRESS			CITY	STATE	ZIP
AGE	BIRTHDATE / /	SEX (Circle One) M F	SCHOOL/GRADE		
PARENT/GUARDIAN'S NAME(S)			Home Phone: _____		
PEOPLE WHO ARE ALLOWED TO PICK STUDENT UP FROM CLASS/REHEARSAL:			Cell phone: _____		
E-MAIL ADDRESS(ES) (please print clearly)			Other: _____		
Best way to contact you: (Please circle one) Email Cell # Home # Other (please specify)					

Consent / Release of Liability (TO BE COMPLETED BY THE PARENT/GUARDIAN)

Yes ___ No ___ I understand that pictures/video will be taken which may be used for educational and/or marketing purposes.

Yes ___ No ___ I release the Weathervane Playhouse/WYART, its volunteers and affiliates from liability for personal injury and property loss/damage incurred at any WYART event, activity or experience.

Required Signatures (TO BE COMPLETED BY THE STUDENT AND PARENT/GUARDIAN)

I certify that the information provided in this application to the best of my knowledge is correct. I understand that deliberately providing false information and/or failure to comply will result in a forfeiture of all fees paid and dismissal from the WYART program.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

FOR OFFICE USE ONLY

Date rec'd	Amount pd	Balance due	Rec'd by
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Medical Release of Information & Consent - REQUIRED

LAST NAME

FIRST NAME

DATE OF BIRTH

PERSONS TO CONTACT IN CASE OF AN EMERGENCY

NAME _____ RELATIONSHIP TO STUDENT _____

PHONE NO. (_____) _____ 2ND PHONE NO. (_____) _____

NAME _____ RELATIONSHIP TO STUDENT _____

PHONE NO. (_____) _____ 2ND PHONE NO. (_____) _____**Medication Dispensing Information / WAIVER and RELEASE OF CLAIMS (Please READ Carefully)**

In the event of a medical emergency involving the above named participant, if reasonable attempts to contact one of the above listed individuals is unsuccessful, I give my consent for (1) the administration of any treatment deemed necessary by Dr. _____ (preferred physician) at _____ (phone number) or Dr. _____ (preferred dentist) at _____ (phone number) or in the event the preferred medical professional is not available by another licensed medical professional and (2) the transfer of the above named participant to _____ (preferred hospital) or the nearest emergency medical location.

My child may self-administer medication? YES NO

Please list all medication that will be brought to workshop/productions and the proper administration guidelines.

I hereby acknowledge that any medication sent with my child will comply with the above information. I do hereby fully release Weathervane Playhouse and its affiliates, officers, agents, volunteers and employees from any and all claims from injury, damages and losses I or my child may have arise out of, are connected with, incidental to, or in any way associated with the administering/dispensing of medication or self-administrated medication.

I understand that insurance coverage for accidents or illness while participating in any event with Weathervane Playhouse is my responsibility.

Insurance carrier: _____ or Medicare Number: _____

Policy Number: _____ or Medicaid Number: _____

Signature of Parent or Guardian _____

_____ Date

List all medical conditions or allergies

WYART STUDENT PLEDGE

WYART offers students a performing arts community where qualified professionals serve as mentors. With an emphasis on creativity, collaboration, and personal excellence, we provide hands-on opportunities for students to grow as artists and as human beings.

Our goal is to challenge each student to exceed his or her own expectations. To take risks. To be bold. To be silly and dramatic. To have fun! We ask that parents support and guide their children and ensure they are present, prepared, and prompt every day. Parents should actively support their student in valuing his or her own ideas and foster collaboration rather than competition.

STUDENT PLEDGE

I _____ pledge to participate in all WYART workshop activities. I pledge to respect myself, other people and the theatre. I pledge to support creativity and commit to learning. I pledge to be prepared and have FUN!

Each student needs to come with a positive attitude and a generous spirit. Students who are absent or not prepared leave others in a PICKLE! I pledge to attend class or notify the instructor of an emergency. I will bring my materials and study my lines, cues, blocking, and choreography until I know them by heart.

Student Signature _____ Date _____

PARENT/GUARDIAN PLEDGE

I, the parent/guardian of the student named above, promise to assist my child in keeping his or her pledge.

Parent/Guardian Signature _____ Date _____

Audition Forms are the same, please disregard any logos, or specific dates in the following example.
This form may be used for any current auditions. Thank you



WYART Audition Form

Name: _____ Age: _____ Approx. Height: _____

Vocal Range (please circle):

Soprano Mezzo Alto Tenor Bass Baritone Don't Know!

Dance Experience: List years of training.

Ballet: _____ Jazz/Musical Theatre: _____ Tap: _____ Modern: _____

Other (please indicate style):

Special Skills: Here's where you can tell us about any other crazy things you can do, like play an instrument, gymnastics skills, sing while gurgling water...anything you think might be useful to know when we cast the show!

Availability: Please list times you ARE available for each day of the week, on a regular basis. This does not mean we will have rehearsals on all of these days, but will help us in planning the schedule.

SUNDAYS	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS

Additional Conflicts: Please list any additional conflicts you have outside of weekly activities from September 23-November 15. For example, a choir concert, family vacation, etc.
