



Theatre Education Director: Jessica Wiseman

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Dear Parents,

We are only a few days away from the beginning of classes. I am very excited to have all of your children in our classes. It is going to be an exciting summer term. I wanted to send you a few reminders and information about what to expect for each class.

First Day of Class:

For the First day of class you will need to complete a few things when signing your child in.

- Registration form: We will need a completed student registration form for each child. This form includes contact information, emergency medical information and other details about your student to help us better manage your child's experience. This information will be kept confidential. If you don't have a registration form you may fill one out in person when dropping off your student(s)
- Sign In/Out: When signing in your student the first day please be sure to double check contact information, and to fill in who is allowed to pick up your child from classes. Please see our Sign-In/Out policy at the end of this document.

## CLASS PREPARATION

What to wear?

- All workshops and camps 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. Hair should be 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 your Class is held in the MTAW dance studio, please bring shoes that have rubber soles, and have not been worn outside. (dance shoes, socks, ballet shoes, jazz shoes, and clean soled tennis shoes are appropriate)

What to bring?

Students should bring:

- \* water bottles,
- \* any materials for their classes (notebooks, scripts etc)
- \* Pencil
- \* 3 ring binder/ folder with all of their materials included.
- \* Healthy Snack or Lunch (if workshop length permits)
- \* Individual instructors may share other requests with their class.

## Policies

### ATTENDANCE & CANCELLATION POLICIES

Since 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 POLICY

Class cancellation because of weather or teacher illness/emergency will be emailed and posted on WYART's Facebook page, by 7 am that day. 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. 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-8th Grade, students must be escorted to and from 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 requested. 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.

### OPEN/CLOSED DOOR POLICY

All workshops are closed to the public. Unless there is a special circumstance, we ask that parents refrain from observing class because it can be distracting and cause other students to be self conscious. Please wait for your student in the hallway, green room or outside. You are also welcome to take advantage of the time your child is in class and leave to run errands, have quiet time, etc.

If you have any questions please do not hesitate to contact me. All of my contact information is listed below. I am looking forward to meeting all of you and working with your students!

Sincerely,

Jessica Wiseman

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