

## Theatre Aquarius Theatre School Welcome Package

**All classes will be held at the Theatre Aquarius Arts Education Centre - 55 Wentworth Street South**

### **Mission**

The Theatre Aquarius Theatre School offers exceptional training in theatre arts. It is led by professional artists and provides tools to develop, release, and express individual artistic voice.

### **Vision**

At the Theatre Aquarius Theatre School, we believe that a fun, nurturing, supportive, and safe environment is essential for students to learn and grow. We believe that all students must have equal access to opportunities in arts education, and that through arts education, individuals and communities find opportunities for positive and meaningful engagement.

Theatre Aquarius theatre classes promote commitment, dedication, self-regulation, work towards personal goals, teamwork and creative problem-solving. Classes offer opportunities to articulate and express one's own thoughts and feelings as well as to listen and respond to the thoughts and feelings of others, building essential skills for life.

### **Contact**

Hanna Wolf, Theatre Aquarius ODE Administrator  
**school@theatreaquarius.org or 905.906.3277**

### **Programs**

Our Arts Education Centre, located at 55 Wentworth Street South, contains three studios, designated for Performance, Music/Dance, and Creation, respectively.

The Theatre Aquarius Theatre School offers classes in Acting, Music Theatre and Performance.

Please refer to our website ([www.theatreaquarius.org/school](http://www.theatreaquarius.org/school)) for course descriptions and biographies of the instructors involved.

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## **Drop-Off and Pick-Up**

Please use the front doors for drop-off and pick-up.

At pick-up time, please sign your child out with his/her instructor. Your child may sign him/herself out and leave unattended, if you so designate.

## **Attendance**

Please let staff know if your child will be leaving the premises for any reason before the end of class.

**If students will be late or absent, please email [school@theatreaquarius.org](mailto:school@theatreaquarius.org) or call 905.906.3277**

## **Health and Wellness**

Students must be well enough to participate. If your child is ill, please notify staff by phone or email and have your child stay home to get better.

## **Withdrawal**

Please notify staff via phone or email if your child needs to withdraw from the program for any reason.

## **Refund Policy**

Should you request to withdraw your child from the program, please be aware that the following refund policy will apply:

- If withdrawal occurs prior to the start date of the program, 100% of the registration fee will be refunded.
- If withdrawal occurs on the start date of the program, or after the start date of the program but prior to the second date of the program, 75% of the registration fee will be refunded.
- If withdrawal occurs on the second date of the program or later, no refund will be given.\*

\*Withdrawal is available at any time for doctor-certified medical reasons. A pro-rated percentage of the registration fee will be refunded less applicable taxes.

Please allow up to six weeks of processing time for any refund.

## **Medication**

If your child requires medication, please provide all applicable information to staff. No other medication is allowed on the premises.

If your child requires an inhaler or EpiPen, please ensure that your child has it with them at all times.

All other medication(s) should be given to staff to be properly stored in a locked cupboard or locked box in the refrigerator.

## **Allergies / Food Sensitivities**

Please indicate to staff if your child has any allergies or sensitivities.

**The Arts Education Centre is a strictly NO NUTS facility.**

## **Emergencies**

In the case of a serious accidental injury or illness, we will make an immediate call for an ambulance, and then attempt to contact (in order):

1. The parent(s) or legal guardian(s)
2. The designated emergency contact person(s)

In the event of an early closure due to an emergency, the staff will do everything possible to contact the parents/guardians or emergency contacts. Notifications will also be posted on our website ([www.theatreaquarius.org](http://www.theatreaquarius.org)), Facebook page ([www.facebook.com/TheatreAquarius](http://www.facebook.com/TheatreAquarius)), and Twitter account ([www.twitter.com/theatreaquarius](http://www.twitter.com/theatreaquarius)).

Please ensure that we have current phone numbers, addresses, emergency contact details, custodial arrangements, schedules, and any other pertinent information on file.

## **What You Need to Bring To Class:**

- Water bottle
- Nut-free snack
- Comfortable clothes your child can move in (including socks, shorts under skirts, etc.)
- Any necessary prescribed medication

## **Please DO NOT Bring:**

- Toys / Electronics
- Anything valuable (there is no secure locker space for students)

## CODE OF CONDUCT

- RESPECT ourselves, the instructors, our peers, the work.
- Creating, performing, and expressing ourselves is brave and can make us vulnerable. It is essential that we all celebrate and encourage each other as we learn, grow, and share. The instructors are theatre professionals with a great deal of experience and knowledge. Please be respectful by listening and participating.
- Attend and participate in all classes.
- Stay with your class at all times.
- Should you require absence from class, advance notice via email or phone is required.
- Respect the space and keep it clean.
- Never leave the premises during class, unless you have written permission from your parent/guardian.
- Never use abusive language or actions.
- Never use swear words.

All students should have a fun, happy, and safe experience. If unacceptable behaviour is displayed, the staff will use their discretion in determining whether the student can safely continue the program.

If the student must leave the program due to unacceptable behaviour, no refund will be given.

### **Inappropriate Behaviour includes, but is not limited to:**

- Interfering in another student's experience
- Harassment, threats, intimidation, fighting or bullying of any kind
- Possession of drugs, alcohol, tobacco, weapons or harmful objects

### **Bullying**

Theatre Aquarius has a **zero tolerance** policy concerning bullying. Bullying includes, but is not limited to: actual or threat of violence, emotional abuse, deliberately excluding others from participation, or provoking hatred.