

SUGAR LOAF



## ACADEMY GUIDELINES & POLICIES

Dear Parents and Students,

Welcome to Sugar Loaf Performing Arts Academy! We are thrilled that you are considering joining us. Please read the following carefully and refer back to this as needed. We hope this addresses any questions you might have.

Please be aware that our Academy is a professional training academy. We like to have fun (our 5-7 year old class is mostly about having Fun!), but our main focus in the older classes is the proper education and preparation of our students to be able to begin a career in the Arts. Our instruction is of the highest caliber and our guest instructors come to us direct from Broadway. Your child's participation in class is important to us and we will work tirelessly to insure they receive the attention they need. Parents should also understand that we do not double cast shows; we teach a curriculum that is based in the way a professional show is cast, rehearsed and performed. We stress the "no stars" philosophy so our students understand the importance of being part of a "team", that each and every part in a show is important and vital to the success of the piece.

### **CLASS SIZES / RESERVING YOUR SPACE**

Class sizes are limited and fill up quickly. Classes are filled on a first-come, first-served basis. Once a class is full, you will be placed on a waiting list and notified at the first available opening. Your space is only considered reserved once you have registered and paid tuition in full or made a deposit. Payment plans are available.

### **PAYMENT INFORMATION**

- A Deposit per student/per class is required to reserve your place in class.
- Remaining balance must be paid by the end of each Session.

### **REFUND POLICY**

- Before June 6<sup>th</sup>, a refund will be issued minus a \$100.00 administration fee.
- After June 6<sup>th</sup>, a refund will be issued minus a \$100.00 administration fee *IF* we are able to fill your spot in class with an alternate. If no alternate can be found, there is no refund.
- After classes begin on July 11<sup>th</sup>, no refunds will be given.

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### SHOWCASE and/or PERFORMANCE

**ALL STUDENTS MUST PARTICIPATE IN THE FINAL PRESENTATION and SHOW.** One person is missing it greatly affects the rest of the group. When you register your child for the session you make a commitment to the Class as a whole.

**PRESENTATION ATTIRE:** All students should wear a Bright Color shirt or t-shirt, Dark pants and/or leggings and sneakers. NO appliques, emblems, words, slogans, or patterns of any kind. NO shorts, skirts or dresses.

**SHOW ATTIRE:** Each show will have its own costumes and will be decided upon by the director. Students may be asked to supply "regular" pieces and shoes, the Academy will supply all specialty costumes, wigs, etc.

Academy merchandise such as T-Shirts and hoodies are available for purchase.

Additional information will be provided in the weeks preceding the Presentation and the Show.

### **RESPECT for the Space and Fellow Actors:**

Please arrive 5 minutes early to class and be ready to create and collaborate at the start of the first warm-up. All students must sign in upon arrival. If no sign in sheet is posted, instructor will take attendance in class.

Students waiting to enter class must be supervised by an adult. *Please maintain a quiet voice while waiting to enter class and as you leave class.* No yelling, running around the lobby or jumping off lobby stairs. Sugar Loaf PAC is a working theatre and the office is very busy, please be aware others are working.

All Students **MUST** be picked up from class on time. We are not responsible for the care and supervision of children after classes. We will have an adult on site for 15 minutes after class to insure all students are returned to their parent or guardian. Please be sure our staff knows if your child is allowed to go home with another student.

No food or drink in the classroom other than bottled water with a secure lid.

Absolutely **NO GUM** - EVER in the classroom.

Ample breaks will be given during each class at the discretion of the instructor. Children may **ALWAYS**



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ask to use the restroom and leave class to do so. ***Students should pack a snack for breaks and a lunch. There is a refrigerator, microwave and toaster oven for the use of the staff. Students may use these ONLY when supervised by an adult or an older student age 16 or above.***

**NO CELL PHONES** or any kind of toys/games in the classroom. Cell phones must be kept in student's day bag and put on vibrate or turned off. There will be no exceptions unless you are using it as your voice recorder.

### CLASS ATTIRE:

- Please wear sneakers and clothing that you can move in, ***absolutely no boots of any kind, hard soled shoes or open toed sandals allowed in class.*** *If students do not bring proper foot attire to class, they will not be allowed on the dance surfaces and therefor may miss out on class participation. Proper foot attire includes dance shoes (ie; ballet slippers, jazz shoes, full soled acro shoes), sneakers and any soft soled shoe. Students may never work in bare feet or just socks.*
- Absolutely no jewelry, watches or earrings in class.
- Any visible undergarments or inappropriate clothing WILL NOT be permitted in class.

### Musical Theatre Students:

Please bring something with which to record your music. An iPod with mic, an iPhone, digital voice recorders (available at Best Buy, Target, and amazon) or hand held tape recorder.

### All Acting and Musical Theatre Students:

Please have paper and pencil on hand for all classes.  
We are not responsible for any lost or stolen objects.

***Students are required to bring all class material handed out to them each and every time they attend class unless otherwise instructed.***

### ABSENCES, VACATIONS, SCHOOL CLOSINGS:

In general, the best way to communicate with us is the school email. [joyce@sugarloafpac.org](mailto:joyce@sugarloafpac.org) or [jim@sugarloafpac.org](mailto:jim@sugarloafpac.org)

**The Academy phone number is 845-610-5900.** One of us will return your call or email as soon as we can. You may leave a message at this number as well.

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Please email Joyce or Jim in advance of any absences. Missing more than two classes compromises your child's ability to perform their best in the showcase. No one likes to perform under-prepared. Please do your best to have your student attend every class and activity provided to them..

For weather cancellations and emergency closings:

We will post any cancellations on our Facebook Page. LIKE us on Facebook as <https://www.facebook.com/SLPAAcademy?ref=hl>

Every effort will be made to make up cancelled classes due to a teacher's illness or bad weather. Since classes are not on-going and only occur for a limited time over each session, make up classes are not available for individual students missing a class.

### **PHOTOGRAPHY**

Students are periodically photographed and videotaped for use in future Sugar Loaf PAC literature, advertisements and online promotions. If you do not wish to have your child photographed, please let us know.

Should any questions or concerns arise, we are happy to address them with you. However, this needs to be done outside of class time. Our time between the classes is short and we want to be able to make the children's transition between classes a good one. Please email us before or after class and we will address any concerns.

Payments for the Academy must go through Jim Pillmeier.

Thanks once again for all of your support!

Sincerely,

Joyce A. Presutti  
Artistic Director  
Sugar Loaf Performing Arts Academy

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**Please make checks payable to: Sugar Loaf Performing Arts Academy  
Mail to: P.O. Box 222 Sugar Loaf, NY 10981**

STUDENT'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PARENT'S NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PARENT'S CELL PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_ EMERGENCY CONTACT NUMBER: \_\_\_\_\_

RELATIONSHIP TO CHILD: \_\_\_\_\_

MEDICAL INSURANCE COMPANY: \_\_\_\_\_ MEDICAL ID NUMBER: \_\_\_\_\_

DOES YOUR CHILD HAVE ANY PHYSICAL LIMITATIONS OR ALLERGIES? IF SO, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME OF PARENT SIGNING FORM: \_\_\_\_\_

**WAIVER OF LIABILITY**

Any activity involving height or motion incurs the possibility of accidental injury. While it is our intention to provide your child with safety and protection, it is not the responsibility of Sugar Loaf Performing Arts Academy or Sugar Loaf Performing Arts Center, or its staff, to be held liable for any injury occurring while in Sugar Loaf Performing Arts Academy instruction or supervision. As parent or guardian of above named student, I hereby agree to hold harmless Sugar Loaf Performing Arts Academy and Sugar Loaf Performing Arts Center and assume full financial responsibilities for any and all treatment required due to injury while training at Sugar Loaf Performing Arts Academy.

PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONSENT FOR MEDICAL TREATMENT**

In the event we are unable to contact the authorized person(s) listed on this form, I, the parent or guardian of the above-named student, hereby give my consent for emergency medical care as prescribed by a duly licensed doctor of medicine or dentistry. Transportation to the hospital will be at the discretion of the Emergency Technicians on site.

PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I understand I am responsible for timely payment of my child's classes and realize he/she will lose their reserved place in class if our account does not remain current.

I understand that Sugar Loaf Performing Arts Academy and Sugar Loaf Performing Arts Center supports a website and may post students' photos. Students will only be identified by name on the website and the Sugar Loaf Performing Arts Academy Facebook page if parents give consent. **PLEASE CIRCLE: May we use your child's name?      YES      NO**

I have read and understand the Sugar Loaf Performing Arts Academy above policies and will follow them as a member of the Academy.

PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_