



221 E CAPITOL DRIVE, HARTLAND, WI 53029
262-367-4967 | www.lakecountryplayhousewi.org

ACADEMY CLASSROOM HANDBOOK

The Playhouse Performing Arts Academy team is thrilled that you are furthering your knowledge and experience in the theatre arts! Your drive to learn plays a huge role in your development as a performer. If you choose to approach our classes, workshops and camps with an open mind, we guarantee that you will walk away with a deeper understanding of theatre and character creation.

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ACADEMY CONTACTS

Katie Berg *Director of Playhouse Performing Arts Academy* | education@lakecountryplayhousewi.org
262-352-4440

Kathryn Mooers *Associate Manager of Edu. & Production* | kathrynrae.mooers@gmail.com
262-443-9214 (TEXT ONLY)

LOCATION

All Academy programming takes place at one of *TWO* locations.

1. **Lake Country Playhouse** | 221 E. Capitol Drive, Hartland WI 53029
2. **First Congregational Church of Hartland** (Basement) | 111 Church Street, Hartland WI 53029

Please double check class correspondence to confirm location before arrival.

PICK-UP/ DROP-OFF PROCEDURE:

We have a *lot* of students moving through the building at all times so *please* familiarize yourself with these procedures to help us make sure all students are safe/accounted for.

1. Parents/Guardians should **DROP-OFF** students on the Church St. (East side) **or** E Capitol Drive (South side) of the church.
2. Students will **ENTER** through the double doors on the E Capitol Drive side of building and take the stairs on the left down to the Academy Rehearsal Hall.
3. Students must **CHECK-IN** with greeting teacher or intern upon entering the building and before joining class/rehearsal each day.
 - a. *Parent/Guardians of students who are unaccounted for (without an excused absence) will be contacted within 30 minutes of class/rehearsal start.*
4. Parents/Guardians **PICKING-UP** students should wait in the church parking lot until class/rehearsal end.
5. Students will **EXIT** through back door on north/west side of the building with an instructor/intern.
6. Students will be **RELEASED** to an **AUTHORIZED** parent/guardian. Instructors/Interns and your student will need to physically see you to be released.
 - a. *If weather is bad, parents/guardians should wait in their cars for students to be released.*
7. Please try to **drop off/ pick up students within 5 minutes of the class/rehearsal start and end times**. We often have back-to-back programming, and staff/interns may be engaged with another class/rehearsal or carrying out cleaning procedures outside of this timeframe.
 - a. ***Additionally, Front and back doors will be locked during class/rehearsal periods for the safety of the staff and students. If students arrive late or need to be picked up early, please proceed to the back door and ring the doorbell to be given access by a teacher or intern.***

AUTHORIZED PICK-UP:

Each Student/Intern will need their Parent/Guardian to add **Authorized Pick-Up** information to their household account (more info on how to do this on page 7) by the 1st day of class/rehearsal. This should include all persons, over the age of 16, whom you authorize to pick up the student. (i.e parents, grandparents, carpools, nannies)

1. We will quickly learn faces, but keep in mind that anyone picking up a student may be asked to provide a photo ID to the Academy staff, especially if they are not the normal authorized pick-up.
2. CHANGES TO AUTHORIZATION: Email education@lakecountryplayhousewi.org with changes to authorized persons after form submission and up to 24-hours prior to date of pick-up.
 - a. For DAY OF notification that a student should be released to someone other than those listed in their form, please TEXT - **262-443-9214 (Kathryn)**:
YOUR First and Last Name,
STUDENTS First and Last Name
NEW AUTHORIZED Person's First and Last Name

PROFESSIONAL CLASSROOM/REHEARSAL CONDUCT:

One of the most important lessons to learn as a young artist is how to conduct yourself as a theatre professional. All Academy students, regardless of age, will be held to the same high standards. The following guidelines apply: **Arrive on time. Come prepared with appropriate materials/attire.**

Respectful conduct is expected at ALL times.

1. Class/rehearsal will begin promptly. Students may arrive up to 10 minutes before class to take care of any personal business that might interrupt class. (*i.e. changing, bathroom breaks, snacks, rehearsing lines, socializing, asking questions*)
2. Small breaks may be given during classes, so students should use down time wisely. (*i.e. resting, taking care of any personal needs, and coming back focused and ready to work.*)
3. Classes, Auditions and Rehearsals are CLOSED: parents/guardians will *not be permitted to sit in* on classes/rehearsals and are not required to stay on the premises for the duration of the class/rehearsal.

WHAT TO BRING:

Students should *come prepared* with Water, Notebook, Pencil with eraser, Class/Rehearsal Materials (Music, Scripts, Sides, Homework), Snacks (Optional. These MUST be nut free.) and an amazing attitude!

WHAT TO WEAR:

Appropriate Footwear

1. Footwear must fit well and allow for students to move and dance safely and freely. Tennis shoes are a great choice. Dance (ballet or jazz) shoes while not required, are preferable and may also be used for performances.
2. **CLOSED TOED SHOES** must be worn at all times on the stage (at LCP).
3. **FLIP-FLOPS/CROCKS/UGGS/BACKLESS/WINTER BOOTS** shoes are NOT suitable – Students will not be permitted to dance in these and may be asked to sit out of activities in which these shoes pose a threat to safety.

Appropriate Attire

1. Modest clothing that students can move and dance in.
2. No hats, disruptive accessories or loose jewelry.
3. Girls wearing skirts or dresses should wear shorts/tights/leggings underneath.
4. **AND**, of course, *you're never fully dressed without a...Smile ;)*

RESPECT RULE:

At the academy our "Respect Rule" is 3 fold. Respect should be given to your space, others and yourself without exception. Disrespectful behavior will not be tolerated.

1. The Academy is a tenant of the First Congregational Church. Students, instructors, interns and volunteers are required to help maintain our great working relationship with the UCC by striving to leave the spaces better than they found them at the end of each day.
2. It is important to us that every student feel they have a safe space in which to learn and explore their craft. Be mindful that every student is at a different point in their training. Keep your hands, feet, thoughts, and critiques to yourself. Let the directors do their job. Say please and thank you. Be on time...You get it.

3. You are here to learn, so leave your ego at the door and allow yourself to struggle, ask questions, take a break, try again! Take care of yourself; stay healthy, know your limits. Most importantly...HAVE FUN!

PPAAs works hard to create a safe, loving, happy and professional place for all students, interns and teaching artists. Attendance at PPAA is a privilege. Students may be removed at any time for not following the Safety Rules and Code of Conduct as well as for any conduct deemed not appropriate at PPAA by themselves or their parents. By enrolling in academy programming, you agree that will read and abide by the **Safety Rules, Code of Conduct, and the Student Covenant.**

SAFETY RULES:

- No fighting, weapons, fireworks, lighters, or explosives.
- No bullying including teasing, threatening or violence of any kind.
- No offensive or immodest clothing.
- No profanity, crudity or swearing.
- No possession or use of drugs, alcohol, or tobacco.
- No boys in girls' dressing quarters and no girls in boy's dressing quarters.

CODE OF CONDUCT:

Honesty and integrity are expected in all dealings and communications at PPAA and its affiliates Participation with the group is expected and attendance is required unless excused by a teacher/director. Students may not leave rehearsal/class for any reason without parental approval, notification in advance to the Directors and a parent to check them out. Respect and comply with event schedules Respect one another, staff, and adult leaders Respect the PPAA equipment and facilities and do your part to keep it clean and operational. Respect personal property of others. Do not touch others/PPAA property/equipment unless expressly given permission to do so.

STUDENT COVENANT:

I, the student, understand that each student is a part of the class/show ensemble, I will be a positive and supporting member and always treat other members and instructors with respect. I understand that when I participate in an activity/event at The Playhouse, The First Congregational Church of Hartland or off campus trips, I am representing Lake Country Players Inc. & The Playhouse Performing Arts Academy in the places that I go, and to the people I interact with. I agree to represent myself, my family, and LCP and The Academy in a mature manner. I agree to treat all adults with respect and authority. I agree to include younger kids in activities and to be an example to them. I understand that my language affects those around me, I will use respectful and clean language at all times. I agree to participate in all planned activities unless I am given permission to sit out.

DISCIPLINE POLICY

Inappropriate/disrespectful behavior during class/rehearsal will result in the following course of action (based on # of occurrences):

1. Student will receive a verbal warning.
2. Student will be asked to sit out of the activity until the instructor/director invites the student to return.
3. A member of the Academy will contact the parent/guardian.
4. The Academy team and parent(s) will meet to collectively determine further action.

ATTENDANCE & PARTICIPATION

Theatre is an **ensemble** activity that often involves scene partners and group interaction; absences affect the entire group, so we encourage full participation whenever possible. Therefore, conflicts should be submitted for approval prior to the first class/rehearsal. Conflicts in excess will play a part in casting decisions or performance participation.

One (1) unapproved absence (< 24-hour notice) is allowed per session.

Three (3) unapproved absences will affect performance eligibility and may result in loss of part.

ILLNESS POLICY

In light of the recent pandemic, LCP & The Academy have instituted the following guidelines for maintaining the health of our community. **More specific information pertaining to Covid-19 will be provided separately.**

1. SEND HOME POLICY – if any student/instructor/intern/volunteer shows signs of illness including fever or persistent cough, they will be asked to isolate themselves, and return home as soon as possible.
2. REQUEST FOR COMMUNITY – ALL students/instructors/interns/volunteers are asked to practice good hygiene, social distancing when possible, and self-monitor daily for signs of illness. ALL are encouraged to **stay home if showing signs of illness**, or if you feel you are at risk of exposure. Our exchange policy allows patrons to self-exchange of tickets up to 2 hours prior to show time for a different day of the same production when possible, or another production of equal value.

INCLEMENT WEATHER

Classes/Rehearsals are subject to cancellation due to severe weather. Decisions will be made on a case-by-case basis taking into consideration other area closings and other factors. When in doubt, please **check your email within (1) hour before class/rehearsal** is set to begin. If you do *not* hear anything, assume class/rehearsal will run for the day. We do our best to reschedule or extend if cancellations exceed 2 within a 6 to 10-week session, but this is not a guarantee.

Excessive Heat Protocols:

During the summer months we hold some of our programming outdoors, so you may expect some alternative protocols in the event of excessive heat in the forecast during summer camps.

- For the safety of the students, we will *not* be outside for more than 30 minutes at a time in heat of more than 90 degrees without a break.
- When outside, we will rehearse under shade sails or trees, which reduce temps up to 15 degrees and take more frequent breaks in the air-conditioning and offer outdoor sprinkler relief.
- **Plan for hot weather:** apply sunscreen prior to camp, send water every day, tie back long hair, and wear clothing that breathes well

REGISTRATION & TUITION

Tuition will be assessed for Academy classes, camps, workshops and productions. Cost for all Academy programming can be found on our website: <http://lakecountryplayhousewi.org/education>

1. To enroll in an Academy program, complete registration and payment through your Arts People Patron account, accessed through the “Register Here” button on each session page.
2. Included in your tuition for each program is a **non-refundable \$25 deposit**.
3. Tuition balances must be paid in full upon the first week of the session. Online payment/registration is preferred but if you’d rather pay Cash or Check please email education@lakecountryplayhousewi.org for assistance registering.
4. Outstanding balances after the second week of the session will be subject to a \$15 late fee.

REFUND POLICY

If you cancel your registration within the first week of the session, a refund, *less the \$25 deposit*, may be issued. After the first week of class/rehearsal refunds will not be given.

FINANCIAL ASSISTANCE

Students who have the desire, interest and talent to participate in the Academy but need financial support to do so should apply here: Lakecountryplayhousewi.org/financial-aid-application The applicant must complete a brief application and submit a letter of recommendation from a teacher or principal for review. Full or Partial aid will be awarded based on need and resources available. Applicants will be notified of awards via email. Financial Assistance may only be used for tuition costs, not DVD, T-Shirt, or Ticket orders.

INTERNSHIPS & SCHOLARSHIPS

Interns are an integral part of the Academy. Our Interns expand their knowledge through apprenticeship in technical and directorial fields and volunteer their time to become leaders for the next generation of students. Volunteer hours gained through interning will be logged and help students qualify for one of 2 \$1000 scholarships awarded by LCP to high school seniors and college students annually.

Students interested must be 12 years of age, have completed our Summer Tech Workshop or have commensurate experience and complete the application here: lakecountryplayhousewi.org/education-internships

ARTS PEOPLE ENROLLMENT SET-UP & ACCOUNT MANAGEMENT

PATRON ACCOUNT SET-UP

ACCOUNT SIGN IN & SET-UP

- Step 1: Click the **button** that says "**Account Sign In & Set-Up**" (This can also be done from our **PURCHASE TICKETS** page)
- Step 2: Enter your email address
- Step 3: Choose and confirm your password
- Step 4: Enter or Update your **Customer information**, click save and continue.
- Step 5: **Log Out**

HOUSEHOLD / ENROLLMENT SET-UP

ENROLLMENT PAGE

- Step 1: Now that you have an established Patron Account, click on the "**Enrollment Page**" button to the right.
- Step 2: Select a class in which you wish to enroll – when it navigates to the account log-in, enter your email address, then password when prompted, click log in.
- Step 3: "**CUSTOMER INFORMATION**" page – Save and continue.
- Step 4: "**HOUSEHOLD MEMBERS**" page – Here you will add each **student, age, medical** info including **allergies** we should be aware of. Save.
- Step 5: In the **other notes** section of each student please include the **Full Name - Phone #** of up to 4 authorized pick-up people. *These are the ones we are allowed to release your children to after an Academy Program.* Save.
- Step 6: Sign a **release** for each student you intend to enroll.
- Step 7: Finally, click on the **emergency contact info** button above to make sure this is up to date as well. Save.
- Step 8: Once all household members have been added – select continue.
- Step 9: You will then be prompted to "**SELECT A HOUSEHOLD MEMBER**" for the class you selected in Step 2. Continue.
- Step 10: To add more than one class, click **continue shopping** once you reach the check-out page and repeat the process until you have selected all the classes for which you wish to enroll.

ENROLLMENT REQUEST

Having trouble registering? Some of our families have been experiencing error messages when trying to set up their accounts so - **We will set it up for you!** Please fill out the enrollment request form and we will call you to complete payment once we have completed your account set-up on our end.

PARENT/GUARDIAN INFORMATION

Congratulations! You play a very important role in our ensemble. In addition to being the president of your child's fan club ;) - You help the students be their very best by enabling them to stay rested and healthy, arrive on time and prepared for each rehearsal, and supporting them in their artistic growth!

VOLUNTEER

Parents/Guardians can also contribute to our Academy productions through a number of outlets. Whether it is helping backstage during performances, fundraising, photography, or publicity, your help is always welcome and much appreciated. Feel free to let us know where your talents lie!

PATRONIZE

Tickets for our Academy & Mainstage productions go on sale 2-3 months prior to performances here: www.lakecountryplayhousewi.org/purchase-tickets

*Restrictions: Academy production tickets sell out FAST (usually well before opening). In an effort to ensure that all parents/guardians are able to see Opening Night if they so choose, PLEASE only purchase 2-4 tickets for the **opening performance** until **TWO weeks prior to opening**. After this date, the remaining tickets may be purchased by anyone. There is not a special code in place to police this, so **please be honest** so everyone who would like to attend opening night is able.*

SUPPORT

Upon registration students in classes or camps will have the option to purchase a t-shirt. Students involved in Academy Production Workshops will receive (1) free show t-shirt, however family members often want to join in the fun with a show shirt or bag of their own! Here are some fun add-ons:

1. T-shirt (Academy & Show designs vary) | \$15
2. Academy Rehearsal Bag | \$20
3. Academy "Theatre is my sport" Baseball T | \$20
4. Academy Hoodie | \$35

SESSION DATES & SHOWCASES

Class/Camps will take place at either the **First Congregational Church of Harland** – 111 Church St. Hartland, WI 53029 or on the outdoor space the **Playhouse** (summer programming) – 221 E Captiol Dr. Hartland, WI 53029. Please consult class correspondence for more details on drop-off and pick-up locations.

Fall 2023 Academy | September 18-November 18, 2023 | 8 Week Session

Winter 2024 Academy | January 15-March 16, 2024 | 8 Week Session

Spring 2024 Academy | April 22-June 1, 2024 | 6 Week Session

Summer 2024 Academy | June 10-August 17, 2024 | 1-2 Week Camps & 2-4 Week Productions

Showcases take place at the end of the final class/camp day at a location and time TBD. Students will be allowed a limited audience for this 10-20-minute presentation and celebration of their new skills! **In the event that we cannot host a live showcase – Photos and video of the students' final presentations will be shared with families via google drive once the session is complete.*

GENERAL LAKE COUNTRY PLAYHOUSE INFORMATION

BOX OFFICE: The Lake Country Playhouse Box Office is located at 221 E Capitol Drive.

Hours of Operation (performance weekends ONLY)

Mon	Closed
Tues	Closed
Wed	Closed
Thu	6:30pm – showtime
Fri	6:30pm – showtime
Sat	6:30pm – showtime
Sun	1pm – showtime

All advanced Tickets should be purchased through <http://www.lakecountryplayhousewi.org/purchase-tickets>

CALL BOARDS: There is a call-board located outside the dressing rooms for you to sign-in during performances.

DRESSING ROOMS: The dressing room will be made available at the start of Tech Rehearsals. Please do not leave any important or valuable possessions in the dressing room from day to day. LCP is not responsible for lost or stolen items left in the dressing room.

FOOD/BEVERAGES: All actors should have their own water bottle at their disposal. Bottled water will not be provided. Actors may bring NUT FREE Snacks, but will NOT be permitted to eat in costume.

PARKING: For rehearsals at LCP rehearsal space and theatre, free parking is available on Capitol Drive or in the parking lot to the rear of the building.

PERFORMANCE PARKING: Please park in the church parking lot across from the theatre.

REIMBURSEMENT: Do not purchase any costume item, props, or alter your hair in expectation of reimbursement without first getting approval from the Director. Once you receive approval, you must then present a paid receipt for reimbursement.

RESUME CREDIT: For future reference, you are working at Lake Country Playhouse with the Playhouse Performing Arts Academy

VOLUNTEER: Anyone wishing to get more involved either with a production or on a Lake Country Playhouse Board Committee is eligible for membership and should fill out our Volunteer Info form here: <https://www.lakecountryplayhousewi.org/volunteer-info>