

The Durango Arts Center  
Children's Theater Group, *DAC Applause!*  
Parent/Student Policy Handbook 2018

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Durango Arts Center | 802 E. 2nd Ave | Durango, CO | [www.durangoarts.org](http://www.durangoarts.org) | 259-2606

## About The Durango Arts Center (DAC)

The Durango Arts Center is a nonprofit 501(c)3 organization that enriches the community through innovative visual and performing art, and arts education. DAC is especially grateful to the individuals, business sponsors and grantors whose generosity advances DAC's programming throughout the year for the benefit of children, youth and adults.

### *DAC Applause!* Mission

DAC Applause is a performing arts education program that provides children and youth a unique opportunity to unleash their creativity and bring their imagination to life through movement, speech, storytelling and character development.

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## ENROLLMENT POLICIES

### REGISTRATION

Enrollment is on a first-come, first-serve basis. Class registration is open until a class meets maximum capacity. Classes are enrolled in on a semester-to-semester basis.

The Fall semester runs from approximately after Labor Day through Mid-December.

The Winter/Spring semester runs approximately early January through Mid-May.

Summer programs and camps are offered in June and July.

Classes are subject to cancellation at any time due to under-enrollment. Additional classes may be added to the schedule as enrollment demands. DACA reserves the right to revise the curriculum and schedule. We do not follow a syllabus, but offer lessons during class time in acting and dancing, as well as the valuable experience your child will gain by preparing for shows with us.

All registration forms, including a signed liability waiver must be completed and submitted to the office to complete enrollment. Students may not be allowed to participate in class until all forms and fees have been received.

### WITHDRAWAL

We ask that parents who wish to withdraw their children from our program first consult with their student's teacher and or the program director prior to a final decision. Please reference the tuition policy section in regard to refunds.

### ATTENDANCE

Students are expected to attend their classes. If a student will not be in class, please notify the program director so that the teacher can be prepared to make adjustments as needed to the material being taught that day.

Regular attendance is essential to learning and improving skills that will prepare your child for the stage. Students who have poor attendance may not be ready at show time, and may be asked to not perform.

Past and current attendance will be taken into consideration when determining eligibility for production casting.

Students should be dropped off no more than 10 minutes prior to class and should be picked up in a timely manner after their class ends. DACA personnel cannot be held responsible for students left beyond 10 minutes after their class has ended. Teachers may not always be able to escort the students to the lobby if another class is scheduled to begin immediately after. Please be prompt and always be in clear communication with your student about your pick up arrangements.

### STUDENT EVALUATIONS (AUDITIONS)

Parents and their student may request a meeting to receive and discuss feedback following an audition. This request will be honored for up to 2 weeks following the auditions date. A meeting time may be arranged through the program director.

## FINANCIAL POLICIES

### TUITION/PAYMENT POLICIES

Classes are scheduled for the Fall and Winter/Spring semesters based on a 32-week formula. Breaks and holidays are accounted for in this formula. The Fall, Winter/Spring and Summer Camps/Programs are to be paid for in entirety upon enrollment unless otherwise arranged with the program director or staff registering your child.

A \$20 late fee may be assessed to each individual student's account if payments are not received by the second week of classes and no other arrangements have been made with the program director. Students whose accounts are past the due will not be admitted into class and rehearsals until their account balance is paid in full.

Transactions are nonrefundable. There are no refunds after the student's first day of class.

DACA does not send invoices. All fees are non-refundable.

### NEED BASED SCHOLARSHIPS

All students in DACA regardless of age are eligible to apply for Need Based Scholarships. Scholarships should be applied for prior to the start of the semester, and will be awarded after being received, and then reviewed by the committee, prior to the start of the semester.

Recipients should register directly through staff in the Box Office at 259-2606 ext 13.

## PROGRAM POLICIES

### ARRIVAL AND DEPARTURE

Students in Wee Glee and Confetti must be escorted to and from class by a Parent/Guardian or chaperone. Street parking may be found at meters, or for free on 3rd Ave. The lot to the north of the arts center is free after 5pm.

Pick-up and drop-off for students in Somethin' Doin', Drama, and Spot On may be done through the lobby at the Durango Arts Center. Parents may pull up directly in front of the building along the curb. Vehicles may not block traffic or double park. Please be advised, you will be ticketed if you park in red zones or in our alley.

Students must wait inside the building for their ride to pick them up.

Students should be dropped off no more than 10 minutes prior to class and should be picked up in a timely manner after their class ends. DACA personnel cannot be held responsible for students left beyond 10 minutes after their class has ended.

### BEHAVIOR

Chewing gum, food and drinks (except water) are not allowed in the studio or theater. Food and drinks are allowed in the lobby areas only unless otherwise advised. During tech week and certain other times we may announce an exception to this rule.

All trash and recycling must be disposed of properly.

Students are not allowed to sit or play at the keyboard.

Students are expected to behave respectfully and courteously at all times toward DAC faculty, staff, and volunteers, as well as each other.

DACA rules and policies apply at all locations where students represent the school, such as public appearances, performance venues and fundraising events.

Please see the resolving issues section in regard to misbehavior.

#### CLASS ETIQUETTE

Students should arrive on time. If they are tardy, they should enter quietly and join in the class.

Be present in class. That means no talking, yawning, slouching. This is your time to concentrate on your teacher and on your own voice, body and movement.

Cell phones and other electronics should be left in your backpack or coat in the lobby area of the studio. Cell phones brought into the studio, or that are distracting during classes or rehearsals, may be taken away and put in a basket until the end of class.

Take direction and corrections with a positive mindset. Direction and corrections should be seen as a compliment, not a criticism.

Retain and practice direction, blocking, lyrics, choreography by rehearsing outside of class. If you do not understand something, do not hesitate to ask your teacher to explain it again.

If you receive a role in a show, you are expected to memorize your lines, lyrics and music at home. Parents, this will likely require your assistance.

Be aware of your space when in the classroom. Make sure not to over crowd other students.

You should have enough room to stretch out your arms and not touch anyone or the walls.

#### RESOLVING ISSUES

DACA recommends that parents, students and teachers have open communication. If an issue arises, parents are encouraged to contact the program director or artistic director. When appropriate, an appointment will be scheduled to discuss concerns.

After an initial meeting with the program director and artistic director, further meetings may be scheduled to include your child's teachers. If the issue still cannot be resolved, the Education Director and/or the Executive Director of the Durango Arts Center may be brought into the conflict resolution.

If an issue arises while the student is participating in or at DACA classes, shows, or events, DAC staff will contact parents or guardians to pick up their child. A meeting with the relevant staff, parents and the student will be required before the student is allowed to resume participation in the program.

If misbehavior is continuous and cannot be corrected with basic classroom management or as a result of a meeting, the student will be asked to leave the program.

#### NON-DISCRIMINATION AND NON-HARASSMENT POLICY

The Durango Arts Center and its programs prohibits and will not tolerate harassment of any kind to or by any persons, including teachers, staff, students, parents and any other person affiliated with or doing business with the DAC. This prohibition includes harassment (verbal or physical) based on legally protected classes including sex, race, religion, ancestry, physical/mental disability, medical condition, marital status, sexual orientation, gender

identity, age, veterans' status, genetic information or any other unlawful basis.

Slurs, jokes, or remarks that are derogatory of a person's or group's race, ethnic background, religion, gender, disability, sexual orientation, economic status or age are considered inappropriate for the DAC environment. This also includes behavior which could be classified as bullying, whether in person or via social media, and any behavior that is commonly understood to be abusive or disrespectful toward others.

#### DRESS CODE POLICIES

Students should wear clothing they can move comfortably in. During the winter months it can be chilly in the studio and theater - dressing in layers is a good solution.

Shoes must be worn at all times inside the building. They should be secure and easy to move in - no sandals, please. Jazz or character shoes may be appropriate - check with your teachers.

#### PERSONAL BELONGINGS

All personal belongings should be kept inside of backpacks/bags.

Students should not bring expensive items, such as electronics or jewelry, to the studio or theater, or leave them in the lobby areas.

DAC is not responsible for lost, stolen, or damaged items. Labeling all personal items with the student's name is recommended. Please check the lost and found for missing items. All items that have not been retrieved from the lost and found after 30 days will be discarded or donated to charity.

#### THE MAGIC OF THEATER

##### BENEFITS OF PARTICIPATING IN PERFORMING ARTS

Performing is fun! Being in a show utilizes elements from all forms of art, including music, dance, acting, design, costuming, technology and language arts. Celebrating the diversity and collaboration of these arts is one of the greatest parts of what the DACA program offers the children in our community.

In a show, everyone's contribution is important to the overall success of the show. Everyone works together, encouraging community and collaboration. Students learn to take positive risks when auditioning and participating in classes, rehearsals and shows. They build self-confidence and self-esteem and learn to listen to one another while waiting to take their turn saying their lines.

Having your child participate in theater provides your child with learning opportunities to develop life skills and have fun.

#### THE PROCESS

#### COMMITMENT AND CONFLICTS

A show is a commitment of time and energy. Make sure to review the calendar (available at [durangoarts.org/applause](http://durangoarts.org/applause)) in advance and let the program director know of any conflicts your family has regarding classes, rehearsals, tech week and the performance dates.

## AUDITIONS

Auditions are held for the shows associated with the class/es your child is enrolled in. They are held during normal class time. For some shows, specific materials will be provided, and for others, your child may be asked to have a monologue and or song of their choice prepared. Students are encouraged to be prepared, show good behavior, and to enjoy the audition process. The directors and teachers want them to do well!

## POSTING OF THE CAST LIST

The announcement of the cast list can be a difficult time. Your child may or may not receive a role they desired or expected. As a parent, you know your child best, and know how to comfort them. Meetings to discuss feedback may be scheduled for up to two weeks following auditions. Please place trust the director's judgement. The show has many parts that come together to create the whole show - everyone's contribution is important and valued. Often in class, we will create a "back story" for characters. This can be a fun activity at home too, and may help your child connect to and embrace their role.

## REHEARSALS

Please place a copy of the rehearsal schedule in a convenient place in your home, and add it to your family's busy calendar. Set your child up for success by arriving on time and help them be prepared with pencils, paper and his or her script, and dressed in clothes they can move comfortably in. Often, classes and rehearsals don't offer enough time to memorize and absorb the material enough to be ready for the stage. Your child may need your help memorizing lines, lyrics and choreography.

## TECHNICAL AND DRESS REHEARSALS

In our program, "tech/dress" rehearsals usually are scheduled for the entire week leading up to the shows. These rehearsals can last several hours, and can seem tedious, but this is when important details of a show get ironed out. Please send your child with non-messy snacks or meals (a turkey sandwich, not spaghetti) and water. Your child should also bring quiet activities such as a book, an art pad or homework for when they have downtime in the theater but work is happening on stage.

During dress rehearsals specifically, all costumes will be worn. Please make sure your child has the costume/s you have been asked to supply, and are respectful with any they may be borrowing.

## PERFORMANCES

Shows take place on stage at DAC. Opening night is exciting! Make sure your child has had adequate rest, and has had a light, nutritious meal before arriving at the theater. You may want

to present your child with flowers or a small memento directly after the show to mark this special event.

Tickets are available through our Box Office. Please invite your family and friends, and keep in mind that shows often sell out, so you may wish to purchase your tickets early.

## STRIKE

The work (and fun) isn't quite over when the curtain falls! Immediately following the end of the last show, we all pitch in and strike the set, and help put all costumes and props away. This is the final piece of the puzzle that comes together to make being in a show complete.

## DAC THEATER RULES

### THEATER/STAGE

The public is not allowed on the stage or in the backstage areas.

At no point is the public permitted on the stage in an unrehearsed or unsupervised manner.

At no point is the public permitted to access the backstage, or dressing room areas.

The Stage and Backstage Areas are only for the use of the director/teacher, their technical staff, parent/guardian volunteers, and entertainers involved in the production.

Prohibited elements on stage include:

Fire, flames, and any other type of pyrotechnic.

Firearms or Weapons (Props must receive DAC Approval)

Water in amounts greater than five (5) gallons.

Dirt, soil, hay or any other organic material.

Glitter & confetti.

DAC DOES NOT RECOMMEND ANYONE AND OUTFRIGHT FORBIDS INDIVIDUALS UNDER THE AGE OF 18 FROM:

1. Jumping to or from the stage. (Exceptions made for directing and choreography).
2. Running through the theater, backstage or stage areas. (Exceptions made for directing and choreography).
3. Sitting on railings or tables.
4. Climbing over chairs, railings and tables.
5. Hanging, pulling-on, or touching any curtains/drapes. (Unless asked to do so by an adult).

### MAINTAINING A CLEAN MEANING OF EGRESS

Staff and students are responsible for maintaining a clear means of egress (44 Inches) backstage and onstage leading to all exits. (Exceptions are made for softgood masking in the wings).

At no time should the backstage exit be impeded by seating, scenery or other production materials affecting egress to the alley

### WEATHER CANCELLATION

During inclement weather, an official decision on the status of classes will be made by 2:00pm. DACA uses the Durango School District as a guideline for weather cancellations. Please use caution, care and judgment for travel from your particular area. After 2pm, please look for an email, or call DAC at (970) 259- 2606 EXT 32 to find out whether classes will be held or not.

#### HOLIDAY OBSERVATIONS

DACA will be closed to observe the following holidays:

Labor Day

Thanksgiving (one week)

Winter Break (2-3 weeks)

Martin Luther King Jr. Day

Presidents Day

Spring Break (one week)

Memorial Day

Independence Day

Please see current calendar for specific dates.

#### PHOTOGRAPHY AND VIDEOGRAPHY

For the safety, security and privacy of all students attending classes at DAC, photography and videotaping by parents or members of the public of any classes, rehearsals, demonstrations or performances is prohibited.

However, DAC retains the right to photograph and video DACA students and to use photos and videos in advertising materials, at events and in social media. Parents will be provided with a photography/ videography release waiver to sign as part of their registration. Prior to show openings, DAC may invite members of the media to photograph or video record a dress rehearsal for the purposes of promotion.

#### USE OF PHYSICAL TOUCH BY TEACHERS DURING CLASS AND REHEARSALS

Instructors use physical touch in order to help students find proper alignment and placement in dance, and to develop the proper technical and qualitative aspects necessary for theater and dance. If a student feels uncomfortable with this form of instruction DACA must be informed in writing at registration.

#### INFORMATION FOR PARENTS

##### OPEN HOUSES AND PARENT MEETINGS

The Durango Arts Center will hold a bi-annual Parent Information Meetings/Open Houses in August and January for students and parents to attend. It is an opportunity to enroll in classes, meet the staff, learn about the programs and see the facilities. Additional meetings will be called as needed.

##### PARENT VOLUNTEER OPPORTUNITIES AND SPECIAL SKILLS

Parent volunteers are a vital resource for the DACA program. Opportunities include the DAC's major fundraiser and special events, and front of house and backstage assistance during productions.

If you have a special skill or talent you are willing to share, and believe might be of benefit to our staff or students, please contact the director to discuss ideas about how it may be utilized.

#### SHARED SEWING SKILLS

If you have sewing skills you can offer for a minimal fee, please contact the Program Director so that you may be added to a list. If you do not have sewing skills, and your child's costume requires alteration or construction, you may wish to employ these talented parents.

#### DEVELOPMENT OF A VOLUNTEER ORGANIZATION AND A GUILD

This year we would like to try to create a DACA Guild, and Parent Volunteer Group.

Please let us know if you are interested in chairing such an organization.

If you have any questions, please contact the Program Director at [emily@durangoarts.org](mailto:emily@durangoarts.org) or 970-259-2606 EXT 32.

#### ATTENDING THE THEATER AS A FAMILY

It is important for students to see the final goal of their study by attending live theater performances. It ignites their imaginations and provides them with examples to emulate. We encourage you to make attending the theater a family event.

To order, season tickets at DAC, simply visit the Durango Arts Center's Box Office (regular hours 10:00 a.m. to 5:00 pm Tuesday - Saturday) or call 970-259-2606 EXT 13. Additional theater may be found around town at Fort Lewis College at our local schools and other organizations.

#### ADDITIONAL OPPORTUNITIES FOR STUDENTS

##### PERFORMANCES

DACA students perform multiple times per year. Annual performances include The Durango Autumn Arts Festival, DAC's Holiday Show, Snowdown Kids Follies, a spring musical in conjunction with the Creativity Festivity, an end of year Showcase, Party In The Park - a collaboration with Stillwater Music School, and in Summer Camp plays and musicals.

Other performance opportunities will present themselves such as Christmas Caroling at the Durango-Silverton Narrow Gauge Railroad Station, during fundraising events for DAC, and at appreciation receptions, etc.

##### COSTUMES

DACA has a costume wardrobe from which we pull as many costumes as possible for shows. However, it is impossible for us to provide each costume for every show. Parents will receive a costume sketch shortly after the cast list is distributed for each show outlining specifically what their child will need. Thrift stores, your own closet and or your own basement are the best places to look for these items. Being creative and resourceful, we can usually come up with just

what we need for our children's costumes. Please do not use anything of value to you. We are not responsible for lost or stolen items. Label all of your child's belongings.

#### INTERNSHIPS

Unpaid student internships are available on an as needed basis by DACA. If you are interested in an internship in teaching, tech, or admin, please contact the Program Director.

#### CLASS ASSISTANTS

On occasion, our classes need additional support or instruction. As with our internships, these positions are not paid, but offer excellent experience for older students.

#### WORKSHOPS

Throughout the year, DAC and other local arts organizations offer workshops in various performance arts. These classes often a fresh perspective and connect young students with new teachers and peers. We highly recommend attending workshops and master classes whenever possible, in Durango and the surrounding areas or when you visit a new city on vacation.

PARENT/GUARDIAN SIGNATURE

Please sign and print your name below and submit to the program director upon enrollment in the Durango Arts Center *Applause* Program.

ACCEPTED AND AGREED this \_\_\_ day of \_\_\_\_\_, 2018.

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Parent/Guardian (Please print)

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Parent/Guardian (Please sign)