

DR. PHILLIPS CENTER



FLORIDA HOSPITAL
School of the Arts

DR. PHILLIPS CENTER FLORIDA HOSPITAL SCHOOL OF THE ARTS

2017-2018 Participant Handbook

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Dear Participants and Parents,

When you come to class at the Dr. Phillips Center Florida Hospital School of the Arts you are entering another world. It's a world that is both magical and very real at the same time.

Here you will explore your imagination, stretch your limits and grow into the artist you dream of becoming. You'll also strike the keys, hit the floor and train your brain to memorize your lines while you move across the stage. This handbook will give you all the practical information that will prepare you for class.

It's our privilege to welcome you into this world and lead you as you grow. We hope you will discover new things about your talents and enjoy the process as we work with you to shape those talents.

Thank you for entrusting your artistic growth to us and I look forward to seeing you in class.

Best,



Director, Education
Dana Brazil

ARTS EDUCATION

develops the whole person—body, mind & imagination

The spirit of School of the Arts is to serve our diverse audience by providing exceptional performing arts education that inspire and connect you to transformative experiences. Our purpose is to enrich the lives of Central Floridians and strengthen the value of the arts in their everyday lives.

Everyone grows from participating in the arts. Learning from professional performing artists motivates and inspires students to unleash their unique creative potential. Our goal is to open our doors to everyone and use our incredible facilities, performers, producers, teaching artists and partners to unlock talent and open minds. Whether on the stage, in the classroom, in hospitals or in senior centers, whether working with individual students, community groups or under-served residents, our classes, master classes, and outreach programs create an avenue to experience the world in a new way.

SCHOOL OF THE ARTS CONTACT INFORMATION

e. classes@drphillipscenter.org

p. 407.455.5551

w. drphillipscenter.org/schoolofthearts

155 east anderson street

orlando, florida 32801

STUDENT & PARENT/GUARDIAN BEHAVIOR CONTRACTS

The Student and Parent/Guardian Behavior Contracts help the School of the Arts run smoothly and ensure that everyone has a positive experience. All students and parent/guardians are required to sign commitment contracts.

STUDENT BEHAVIOR CONTRACT

(all items may not pertain to each participant)

- > I will be in the facility, dressed and ready to go, 5 minutes before the start time of my class.
- > When attending class, I will be prepared with all of the essential tools and wardrobe pieces to make the class successful for myself and those around me.
- > I will not miss more than 2 unexcused classes per semester.
- > I will call 407.455.5551 ahead if I know that I will be missing class.
- > I will respect and take care of all School of the Arts equipment by using it only for its intended purpose.
- > I will return all equipment to its proper place after each class.
- > When using School of the Arts equipment I will take sole responsibility for lost or damaged property.
- > I will clean up after myself.
- > I will not chew gum during class.
- > I will only drink and eat in designated areas.
- > I will be focused throughout class and listen to my teacher's directions.
- > I will respect my peers and teachers by listening and behaving properly.
- > I will keep a positive attitude when in the building.
- > I will have good behavior in and out of the classroom while in the building.
- > I will respect the judgment of School of the Arts faculty regarding my progress in the program.
- > I will be respectful of different viewpoints, cultures and lifestyles.

PARENT/GUARDIAN BEHAVIOR CONTRACT

- > I will support my dependent in his or her efforts while attending the School of the Arts by making sure he or she is on time to class and has a good attitude toward other students and teachers.
- > I will schedule my dependent's other activities around his or her class schedule.
- > I will be responsible for my dependent's participation in the School of the Arts, including all events and classes.
- > I will respect the judgment of School of the Arts faculty in all situations.
- > I will notify the School of the Arts of any anticipated absences, via email or in writing as soon as I can.
- > I will try to call ahead if an unexpected absence occurs.
- > I will maintain a mature attitude in dealing with issues that may occur throughout the process.
- > I will be respectful of different viewpoints, cultures and lifestyles.

REGISTRATION & FEES

You can register for a class by:

- > Visiting our website www.drphillipscenter.org/schoolofthearts
- > Calling 407.455.5551 with credit card information during the hours: 2-6 p.m., Monday-Friday.
- > Mailing a check or credit card information with an order form to:
 - > Dr. Phillips Center for the Performing Arts
 - > ATTN: School of the Arts
 - > 155 East Anderson Street, Orlando, FL 32801
- > Making an appointment to visit us from 1-5 p.m., Monday-Friday.

Tuition can be paid in full at the time of registration or through monthly installments (provided you sign a semester commitment letter.) Please check the course catalog on our website for individual class tuition.

Class fees are non-refundable unless the class is cancelled, in which case tuition will be refunded in full.

ATTENDANCE POLICY

For each participant to receive a proper educational experience, good attendance is necessary. Classes are a team effort and when one student misses, another student may miss out on an educational opportunity. We suggest that each student and family compare the School of the Arts schedule to the student's school and club schedules so that there are as few conflicts as possible. Please email classes@drphillipscenter.org as soon as possible if you notice an unavoidable conflict and a student must miss class. All planned absences must be in writing and delivered to the school staff. If an unexpected absence occurs please call or email as soon as you can so we can plan accordingly.

No refunds will be provided due to absences.

We will attempt to make up any class cancelled by the School of the Arts.

Please show up to class 5 minutes early dressed and ready to learn. If a student is more than 3 minutes late, they are considered tardy. Three tardy marks result in one absence. If a student is tardy, some classes may not allow participation after a specific time. Please call or email the School of the Arts if you know a student will be late or absent from class.

Students may leave class early with a written and signed permission from a parent/guardian. Some classes may not allow participation if a student must leave early.

SCHOLARSHIP ABSENCES

Scholarship students are expected to attend all classes. If you know in advance multiple absences may occur, please notify the School of the Arts staff immediately.

CLASS CANCELLATIONS

In the event of a cancelled class we will notify participants via email. We will try our best to reschedule the class so that students won't miss out on a learning opportunity.

IN-CLASS SHARING EVENTS

At the end of the fall semester the School of the Arts holds in-class sharing events for friends and family to see what students have accomplished. Students are expected to perform and participate in this event. Sharing Events will take place the week of December 11, 2017.

ARRIVING & DEPARTING

The Dr. Phillips Center for the Performing Arts is committed to the safety and well-being of all participants. Please follow our institutional procedures for arriving and departing from the School of the Arts. Be prepared for inspection when you enter the arts center. This inspection may include the use of metal detectors. If you bring a bag, it will be searched and will slow down your entry time.

Parents/Guardians, please use the Anderson Street pull off for student drop-off and pick-up. After class, students are escorted to the Stage Door Lobby, where they wait for you or your vehicle to pull up. They may then be escorted back out to your car for easy sign-out and pick-up. Guardians need to sign younger students out. Please do not wait in the Anderson Street pull off longer than 5 minutes.

Participants under the age of 18 must adhere to the arrival and departure procedures. Participants ages 16-18 may sign themselves out provided they have a signed waiver from their parent/guardian on file, however, we encourage the buddy system and do not recommend that they walk alone.

Participants ages 13-15 who have a signed waiver on file are able to sign themselves in and out of the building, and walk to and from their mode of transportation. We recommend using the Anderson Street pull-off for pick-up and drop-off.

Participants ages 6-12 must enter the building through the Anderson Street Stage Door entrance and use our sign-in and sign-out procedures. Students are only released to parents, guardians, or family members listed on their emergency contact form.

Participants ages 5 and under must be accompanied by an adult at all times. There is a small lobby on the 2nd floor where parents/guardians can wait during class time.

Please try to arrive 10-15 minutes prior to your scheduled class. Any student not picked up within 15 minutes of the completion of their class time will be charged \$5.00 per minute.

Parents are not allowed inside the classroom unless a specific class indicates parent participation.

PARKING

School of the Arts does not provide or validate parking for students or families. Parking is available at the Orange County Administrative Garage, for an hourly rate of \$2.00. On show nights, tell the parking attendant you are with the School of the Arts and you will receive a ticket for the standard hourly rate. Students who are driving should account for 10-15 minutes to park and walk to the School of the Arts. Students should not walk alone to and from the parking areas and should always use the crosswalks.

School of the Arts may provide accessibility parking for qualifying individuals who have a handicapped decal. Accessibility parking is located in the Anderson Street pull-off and, if approved, a sign with your name is placed at the curb 15 minutes prior to class through 15 minutes after class. Please notify the School of the Arts Staff upon enrollment if you need this service.

DIRECTIONS TO THE SCHOOL OF THE ARTS & DROP-OFF/PICK-UP:

Located at 155 East Anderson Street, there is a pull-off that accommodates about 5 cars for drop-off and pick-up. This pull-off is designated for cars to stand up to 5 minutes. This pull-off is only for quick and easy drop-off and pick-up. It can only be accessed when heading west on Anderson Street. No U-turn is allowed heading east on Anderson Street at Magnolia Avenue.

TRAVELING W ON 408 >

- > Take Exit 11A
- > Turn left onto E. South St.
- > Turn left onto S. Orange Ave. This will veer right to Lucerne Cir. W.
- > Turn Left onto S. Orange Ave., then veer right onto S. Rosalind Ave.
- > Turn Left onto E. Anderson St.
- > The pull-off will be on your right

TRAVELING W ON I-4 >

- > Take Exit 82B for Anderson St.
- > Turn right onto W. Anderson St.
- > Take an immediate left onto S. Division Ave.
- > Turn left onto E. Gore St.
- > Turn left onto S. Orange Ave., then veer right onto S. Rosalind Ave.
- > Turn left onto W. Anderson St.
- > The pull-off will be on your right

TRAVELING E ON 408 >

- > Take Exit 10B and continue onto N. Lucerne Cir. E.
- > This will turn into S. Lucerne Cir. E.
- > Turn right onto Rosalind Ave.
- > Turn left onto E. Anderson St.
- > The pull-off will be on your right

TRAVELING E ON I-4 >

- > Take Exit 81BC toward Kaley Ave.
- > Turn right onto W. Kaley St.
- > Turn Left onto S. Orange Ave.
- > Veer right onto S. Rosalind Ave.
- > Turn left onto E. Anderson St.
- > The pull-off will be on your right

For parking options visit drphillipscenter.org/parking

EMERGENCY CONTACT

In case of emergency during class, please contact us at 407.455.5551. Please fill out the medical information that can be found attached to this handbook so that we can be prepared to help your student in case of an emergency.

CONDUCT POLICY

Please refer to the Behavior Contracts for the School of the Arts (page 5) expectations of students and parents/guardians. We expect anyone participating in the School of the Arts to be responsible and appropriate at all times. We expect students to treat all classrooms, the facility and classroom tools with care and respect. Handle everything carefully and help the faculty of School of the Arts to keep the building and studios clean.

By signing the contract, you acknowledge that you will follow our policies. We will do everything in our power to help correct issues before they become serious. However, if issues persist and are not fixed by either the family or student, then the student will be expelled with no refund.

DISCIPLINARY PROCESS

- > **1st Offense:** A verbal warning is issued to the student in a written format.
- > **2nd Offense:** A written warning is filed by the instructor and given to the Director of Education The Director of Education will contact the parent/guardian about the issue.
- > **3rd Offense:** The Director of Education will have a meeting with the student, parent/guardian, and class instructor to discuss the issue.
- > **4th Offense:** Student will be expelled from the School of the Arts with no refund.

CLASS CONCERNS

If a student or guardian has a concern regarding a class or any other issue, please contact an education staff person, who will take the appropriate steps, which may include notifying the Director of Education.

PRIVATE LESSONS

Private lessons may be scheduled on a case by case basis within our School of the Arts hours of operations. If you are interested in attending a private lesson*, please call the School of the Arts for more information at 407.455.5551.

*All scheduled private lessons require a 24-hour cancellation notice or student will be charged.

EQUAL OPPORTUNITY

The School of the Arts is an Equal Opportunity School. Any student who registers is able to take classes.

BACKPACKS, DUFFLE BAGS, CELL PHONES & OTHER EQUIPMENT

Storage for bags is available, but limited. Please refrain from bringing large bags or several items to class. Personal items and bags should not be taken into the classrooms, but should be left in the storage area provided in education green room. Please try to dress before entering the building to avoid congestion in the bathrooms. We do not have locker rooms or dressing rooms available for students. Cell phones must be turned off during class. Neither the School of the Arts nor the Dr. Phillips Center is responsible for lost or stolen personal items.

DRESS CODE AND EQUIPMENT REQUIREMENTS BY CLASS

Students must dress properly and appropriately for every class. No offensive clothing is allowed at the Dr. Phillips Center. Please refrain from wearing jewelry. Other dress code specifics are detailed below.

No food or drink in the rehearsal rooms. Bottled water is permitted.

Dance Attire	
Female	All students are expected to wear black to all classes. Some combination of the following dance apparel is requested: leotard, dance tights, leggings, dance pants, yoga pants, t-shirts, tank tops or gym shorts.
Male	All students are expected to wear black to all classes. Some combination of the following dance apparel is requested: dance pants, yoga pants, t-shirts, tank tops or gym shorts.
Dance Footwear & Specialty Items	
Jazz	Black Jazz Shoes
Tap	Black Tap Shoes
Hip-Hop	Sneakers (Not Worn Outside)
Creative Movement	Barefoot or Ballet Flats
Music	
All Classes	All students must supply their own instruments with the exception of drums or piano.
Yamaha	Pianos are available for use within the studio. Tuition includes textbook and materials, which will be distributed in class.
Rock Band	Amps, piano, drums and microphones provided. Drummers must provide their own sticks. Students should register for specific roles in Rock Band. Available roles are: 2 lead vocalists; 6 back-up vocalists; minimum of 4 guitarists—maximum 6; 2 drummers; minimum 2 percussionists—maximum 4; minimum 2 bass guitarists—maximum 4; 2 keyboardist. Composition of students must be able to create a complete band.
String Ensemble	Bring your instruments to class.
Theater Arts	
Theater/Musical Theater	Paper, pencil and distributed scripts or materials. For theater—close-toed shoes and appropriate clothes that you can move in.

By signing this document, you agree that both participant and parent/guardian have read the entirety of this document and the attached materials. You agree with our terms and conditions within these documents.

Please Sign

Printed Participant Name

Participant Signature

Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Date

SIGN-IN AND SIGN-OUT WAIVER FORM

I agree that my student is 13 years or older and I am allowing them to sign themselves in and out of classes.

I agree that my student is 16 years or older and I am allowing them to sign themselves in and out of classes and walk themselves to and from their parking spot.

By signing this form I, _____ (parent or guardian), of _____ (student), understand that the Dr. Phillips Center Florida Hospital School of the Arts does not have liability or responsibility of my student outside the hours of their class time. I agree to let my student sign themselves in and out of classes.

Please Sign

Printed Student Name

Student Signature

Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Date

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LIABILITY & MEDIA RELEASE

Medical Information & Food Allergies

Please list any medical conditions that may affect your child's participation, as well as any food allergies:

Assumption Of Risk And Release For Liability

Knowing that participation in the program entails some risks, and in consideration of my child being permitted to participate in the program, I agree to release the Dr. Phillips Center for the Performing Arts from any and all costs, claims, injury or illness resulting from my child's participation in the program. I agree that neither the Dr. Phillips Center for the Performing Arts, nor any of its employees, independent contractors, directors and/or officers will be held liable for any injury which may occur to me or my child while attending a class, camp or workshop. This includes, but is not limited to, any activities in which I/he/she may participate including classes in singing, acting, dancing, physical comedy, stage craft, theatrical mask work, warm-up exercises and/or breaks. I grant the Dr. Phillips Center for the Performing Arts staff permission to contact emergency services and permit treatment should I/my child become injured and I am unable to provide direct authorization for services. I hereby release the Dr. Phillips Center for the Performing Arts and their respective employees, independent contractors, directors and/or officers from any and all legal or financial claims.

Media Release

Participants are sometimes photographed and videotaped for use in Dr. Phillips Center for the Performing Arts promotional and educational materials. I authorize the Dr. Phillips Center to record the image and voice of the subject named below and give the Dr. Phillips Center and all persons or entities acting pursuant to the Dr. Phillips Center's permission or authority to use these recorded images and voice. I understand said images and/or voice will be used for educational, advertising and promotional purposes in all conventional and electronic media. I also authorize the use of any printed material in connection therewith. I understand and agree that these images and recordings may be duplicated, distributed with or without change, and/or altered in any form or manner without future or further compensation or liability, in perpetuity.

Please Sign

Print Student's Name

Signature of Parent or Guardian of Minor Participant or Adult Participant

Date

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MONTHLY PAYMENT PLAN AGREEMENT

Date: _____

Participant/Student's Name: _____ Semester: Fall Spring

The Dr. Phillips Center for the Performing Arts will provide a payment option of paying monthly tuition, rather than full payment at the time of registration. Each parent/student upon registering, would be responsible for the entirety of the payment for the whole class but would be eligible to pay on the first day of each month.

The Dr. Phillips Center for the Performing Arts upholds a no refund policy for classes. In the event that a class participant no longer wants to continue with class, they are still fiscally responsible for the full tuition for that class, unless placed in a different class.

I understand that by signing this form, I _____ am committing to full payment for the class/classes that I have registered myself or dependent in for the current semester of classes. I agree that if I stop making my agreed upon monthly payment, the Dr. Phillips Center has the right to charge my credit card the remaining balance that is due.

Please Sign

Signature

Type of Card: Visa Mastercard Discover American Express

Name that Appears on Credit Card

Credit Card # Expiration Date

CVC (3 digit # on back of card) Billing Zip Code

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EMERGENCY CONTACT FORM

Student's Name

Emergency Phone Numbers (in order of who to call first)

1. Parent/Guardian Name

Phone number

2. Parent/Guardian Name

Phone number

Additional Emergency Contact

Phone number

Yes No

Relationship

Can this person pick up child?

List any other individuals that have your permission to pick up your child.

Name

Name

Please Sign

Signature of Parent or Guardian of Minor Participant or Adult Participant

Date

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MEDICAL RELEASE FORM

Student's Name

Date of Birth

Do you or your child have allergies? (Please List)

If so, specify any special instructions for allergic reactions:

Do you or your child have any other medical conditions, physical ailments, or psychological adjustments that the instructors should know about? (Please explain)

Is the student on any medication?

(Name)

(Reason)

If medication is taken during class hours, please clearly label it and include a note with instructions.

Primary Care Physician

Name of Medical Insurance

Policy Number

In case of Emergency, I prefer my child taken to

(Hospital Name)

Check here for no preference or nearest hospital

Please Sign

Signature of Parent or Guardian of Minor Participant or Adult Participant

Date

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