



18/19

student handbook



Florida Hospital School of the Arts
at Dr. Phillips Center

Inspiring Wellness in Every Life



table of contents

Introduction Letter	3
School of the Arts Contact Information	3
Arts Education	4
Student & Parent/Guardian Behavior Contracts	5
Registration & Fees	6
Attendance Policy	6
Class Cancellations	7
Showcase Performances	7
Arrival & Departure	7
Parking	8
Directions & Drop-Off/Pick-Up	8
Emergency Contact	9
Conduct Policy	9
Disciplinary Process	9
Class Concerns	9
Private Lessons	10
Equal Opportunity	10
Dress Code	11
Agreement	12
Forms	13-17

dear students & parents,

When you come to class at Florida Hospital School of the Arts at Dr. Phillips Center, you are entering another world. It's a world that is both magical and very real at the same time. Here you'll 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'll discover new things about your talents and enjoy the process as we work with you to shape them. Thank you for entrusting your artistic growth to us. I look forward to seeing you in class.

Best,



Dana Brazil
Senior Director, Education



Dana Brazil is our Senior Director of Education at Dr. Phillips Center for the Performing Arts in Orlando, FL. Formerly, she was the Associate Director of the Michigan State University Federal Credit Union Institute for Art & Creativity at Wharton Center for Performing Arts. In the Spring of 2018, Dana was awarded the Sandi Breitenstein Volunteer of the Year Award from O.C.A (Opportunity, Community, Ability) for her volunteer work with the Running Man Theater Company, which she founded in 2017. Ms. Brazil received an honorable mention for the 2016 Education Tony® Award for her work with actors with special needs and autism. Additionally, she was awarded The Broadway League's 2015 Outstanding Achievement in Education and Engagement. She is a member of the Audience Engagement & Diversity Committee at The Broadway League. In addition to Dana's role as an arts education leader, she is also an award winning actor, choreographer, director and teaching artist. She is a graduate of Michigan State University—M.F.A. Acting, B.A. Communications, B.A. Theater, The American Academy of Dramatic Arts, New York, NY. Ms. Brazil is a proud member of Actor's Equity Association, Screen Actors Guild and the American Federation of Television and Radio Artists.



Dr. Phillips Center for the Performing Arts
Attn: School of the Arts
155 East Anderson Street
Orlando, FL 32801

407.455.5551
classes@drphillipscenter.org
drphillipscenter.org/classes

arts education

DEVELOPS THE WHOLE PERSON—BODY, MIND & IMAGINATION

The spirit of the School of the Arts is to serve our diverse audience by providing exceptional performing arts education that inspires and connects you to transformative experiences. Our purpose is to enrich the lives of Central Floridians and strengthen the value of the performing 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—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 OFFERS:

- » Variety of weekly classes, Monday through Saturday, for infants to seniors
- » Homeschool performing arts for credit courses
- » Senior classes catered toward wellness and caregivers
- » Summer programs with Broadway performers
- » Master class opportunities with Broadway touring productions

STUDENT & PARENT/GUARDIAN BEHAVIOR CONTRACTS

All students and parents/guardians are required to sign commitment contracts. These contracts help the School of the Arts run smoothly and ensure that everyone has a positive experience.

STUDENT BEHAVIOR CONTRACT

(all items may not pertain to each student)

- » I will be in the facility, dressed and ready to go, five 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 two 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 drphillipscenter.org/classes
- » Calling **407.455.5551** with credit card information Monday–Friday, 9 a.m.–5 p.m.
- » Mailing credit card information or a check 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 Monday–Friday, 9 a.m.–5 p.m.

Tuition can be paid in full at the time of registration or through monthly installments (provided you sign a monthly payment plan). Please check the course catalog on our website for individual class tuition. Class fees are non-refundable unless the class is canceled, in which case tuition will be refunded in full.

ATTENDANCE POLICY

For each student to receive a proper educational experience, 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 canceled by the School of the Arts.

Please show up to class five minutes early dressed and ready to learn. If a student is more than three minutes late, he or she is 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 canceled classes, we will notify students via email. We will try our best to reschedule the class so that students won't miss out on a learning opportunity.

SHOWCASE PERFORMANCES

At the end of each year, the School of the Arts holds a performance showcase for friends and family to see what students have accomplished. Students are expected to perform and participate in this event. At the conclusion of the spring semester, the School of the Arts will host a performance showcase **May 17–19, 2019** in Alexis & Jim Pugh Theater. The event is free and open to the public.

ARRIVING & DEPARTING

Dr. Phillips Center for the Performing Arts is committed to the safety and well-being of all students. 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 Tupperware Brands Education Lobby, where they wait for you. Guardians need to sign younger students out. Please do not wait in the Anderson Street pull-off longer than five minutes.

Students under the age of 18 must adhere to the arrival and departure procedures. Students 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.

Students 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.

Students ages 6–12 must enter the building through the Leonard & Marjorie Williams 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.

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

PARKING

The 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. Stop by the School of the Arts desk for a parking pass to present to the garage attendant. On show nights, tell the attendant you're with the School of the Arts and you'll get a ticket for the standard hourly rate. Students driving should account for 10–15 minutes to park and walk to class. Students should always use the crosswalks and avoid walking alone to and from the parking areas.

Accessibility parking may be provided at the Anderson Street pull-off for qualifying individuals who have a handicapped decal. If approved, a sign with your name is placed at the curb 30 minutes before class until 30 minutes after class. Please notify the School of the Arts staff during enrollment if you need this service.

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

There is a pull-off area at 155 East Anderson Street that accommodates about five cars for quick drop-off and pick-up. This pull-off is designated for cars to stand in for up to five minutes. You can only access it when heading west on Anderson Street because U-turns are not allowed heading east on Anderson Street at Magnolia Avenue.

TRAVELING WEST ON 408

- » Take exit 11A
- » Turn left onto East South Street
- » Turn left onto South Orange Avenue, which will veer right to Lucerne Circle West
- » Turn left onto South Orange Avenue, then veer right onto South Rosalind Avenue
- » Turn left onto East Anderson Street
- » The pull-off will be on your right

TRAVELING WEST ON I-4

- » Take exit 82B for Anderson Street
- » Turn right onto West Anderson Street
- » Take an immediate left onto South Division Avenue
- » Turn left onto East Gore Street
- » Turn left onto South Orange Avenue, then veer right onto South Rosalind Avenue
- » Turn left onto West Anderson Street
- » The pull-off will be on your right

TRAVELING EAST ON 408

- » Take exit 10B
- » Continue onto North Lucerne Circle East, which will turn into South Lucerne Circle East
- » Turn right onto Rosalind Avenue
- » Turn left onto East Anderson Street
- » The pull-off will be on your right

TRAVELING EAST ON I-4

- » Take exit 81BC toward Kaley Avenue
- » Turn right onto West Kaley Street
- » Turn left onto South Orange Avenue
- » Veer right onto South Rosalind Avenue
- » Turn left onto East Anderson Street
- » The pull-off will be on your right

easy directions

Just plug in your starting point at:
drphillipscenter.org/directions

road closures

Find the most up-to-date info at:
cityoforlando.net/roadclosure

emergency contact

In case of emergency during class, please contact us at **407.455.5551**. Please fill out the medical information form attached to this handbook so 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 the 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 School of the Arts manager who will contact the parent/guardian about the issue
- » **3rd offense:** The Senior Director, Education will have a meeting with the student, parent/guardian, and class instructor to discuss the issue.
- » **4th offense:** The 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 school of the arts manager.

private lessons

Private lessons may be scheduled on a case-by-case basis within our School of the Arts hours of operation. If you're interested in attending a private lesson, please call **407.455.5551**.

All scheduled private lessons require a 24-hour cancellation notice or avoid a charge. Private lesson students are expected to secure payment for the first four lessons. Future payments will be made at the beginning of each month or bi-weekly.

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 the 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 and should not be in the classroom unless otherwise specified by the instructor. Dr. Phillips Center is not responsible for lost or stolen personal items.

DRESS CODE & EQUIPMENT REQUIREMENTS BY CLASS

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

No food or drink in the studios. 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.
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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.
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dance footwear & specialty items

Jazz	Black jazz shoes
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Tap	Black tap shoes
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Hip-hop	Sneakers (not worn outside)
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music

All classes	All students must supply their own instruments with the exception of drums or piano.
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Piano	Pianos are available for use within the studio. Tuition does not include textbook and materials, which will be distributed in class.
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Jazz at Lincoln Center's WeBop	Instruments are provided.
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musical theater/theater arts

Musical theater	Paper, pencil and distributed scripts or materials. For dance rehearsals, students are to wear comfortable and appropriate clothing and footwear for movement (closed-toe shoes and appropriate clothes that you can move in). All music should be copied double-sided and have a three-hole punch to make it easier for the accompanist to turn pages. Sheet protectors are recommended.
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handbook agreement form

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

PLEASE SIGN

student name (*please print*)

student signature

date

parent/guardian name (*please print*)

parent/guardian signature

date

sign-in & sign-out waiver

This waiver is optional for ages 13+

- 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/guardian), of _____ (student), understand that Florida Hospital School of the Arts at Dr. Phillips Center 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

student name *(please print)*

student signature

date

parent/guardian name *(please print)*

parent/guardian signature

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 & 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 Dr. Phillips Center from any and all costs, claims, injury or illness resulting from my child's participation in the program. I agree that neither 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 Dr. Phillips Center 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 Dr. Phillips Center and their respective employees, independent contractors, directors and/or officers from any and all legal or financial claims.

media release

Students are sometimes photographed and videotaped for use in Dr. Phillips Center for the Performing Arts promotional and educational materials. I authorize Dr. Phillips Center to record the image and voice of the subject named below and give Dr. Phillips Center and all persons or entities acting pursuant to 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

student name *(please print)*

student signature (or parent/guardian, if minor)

date



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monthly payment plan agreement

student name *(please print)*

date

fall spring full school year

Dr. Phillips Center for the Performing Arts offers an option of paying tuition in installments, rather than full payment at the time of registration. Total cost of class is divided into five to nine monthly installments. Payment is charged on the first of the month starting September 2018 through May 2019.

Dr. Phillips Center upholds a **no-refund policy** for classes. In the event that a class student 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. I agree that if I stop making my agreed upon monthly payment, Dr. Phillips Center has the right to charge my credit card the remaining balance that is due.

please sign

student signature (or parent/guardian, if minor)

date

type of card: visa mastercard discover american express

name that appears on credit card

credit card number

expiration date

cvc (3-digit number on back of card)

billing zip code



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emergency contact form

student 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

relationship

can this person pick up your child?

yes no

List any other individuals that have your permission to pick up your child, with their phone numbers:

name

name

please sign

student signature (or parent/guardian, if minor)

date



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medical release form

student name

birthdate *mm/dd/yyyy*

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 is taken to this hospital:

Check here for no preference on nearest hospital

please sign

student signature (or parent/guardian, if minor)

date



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