
Student Handbook

2019-2020

revised and updated on July 17, 2019



OVERVIEW

This Handbook is a reference manual to provide students and parents with general information about relevant school policies and procedures. It is intended as a supplement and a guide, not a definitive legal document. The information in this handbook is correct as of the date of publication. The provisions and policies contained herein may be modified, substituted, and deleted at any time with appropriate notification.

This Handbook is intended to be used in conjunction with the school's website. All students and their parents are responsible for being familiar with the contents of both documents.

Website: www.playhousejuniors.com

Reception: reception@neighborhoodplayhouse.org

JR School Director: cldaehler@neighborhoodplayhouse.org

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ADMISSIONS

Registration / Enrollment

Applications are available on line and through request to be mailed or emailed. Acceptance into the program is by completed application and interview with the Junior School Director. For the summer there is an audition process and at the most, a 5-10 day wait period on a decision. The student will be notified by way of email. Classes fill up at the discretion of the Junior School Director.

In some instances students may be placed on a wait list. Parents will be notified immediately if space becomes available. Space may become available at any time before or after the programs start. If you decide to withdraw from the wait list, please notify the Junior School immediately.

Returning students' payments:

For the **fall programs**, returning students must leave a \$100 nonrefundable deposit by April 30th to retain their space in class.

For the **spring programs**, returning students must leave a \$100 nonrefundable deposit by December 15th to retain their space in class for next session.

For the **summer programs**, acceptance is not automatic for returning students. Upon acceptance into this program a \$300 nonrefundable deposit guarantees the spot and is due mid July. Interviews are also required for returning students.

Families who pay on time are guaranteed a spot for the following semester.

Tuition and Fees

There is a one-time \$50 application fee for new students.

Breakdown of tuitions in USD and details of each program offered at the Junior School may be found on our website at www.playhousejuniors.com. All prices are subject to change. We offer five programs for Junior Actors ages 7-18.

1. Fall, Session 1 (September - December)
2. Winter/Spring, Session 2 (January - April)
3. Summer Meisner Teen Conservatory (15-18 year olds), 4 weeks (July - August)
4. Summer Meisner Teen Studio (12-14 year olds), 3 weeks (July - August)
5. Summer Youth Workshop (9-11 year olds), 3 weeks (July - August)

To participate in the programs the following must be received from each student before the start of classes:

- Completed application
- Application fee for new students
- Nonrefundable deposit
- Signed Enrollment agreement
- Signed Medical / Photo / Emergency release form
- Signed Student Handbook agreement
- Photo of student (professional head shot and resume are optional)
- Recommendation letters for summer students
- Personal essay for summer students
- Tuition paid in full.

Parents and guardians will be notified when all materials are received. If payment and all materials are not received before the first day of class, the student will not be allowed to participate.

*Please ask the Junior School Director about the **optional** sibling discount.*

ADMISSIONS, cont'd

Prorate / Payments

The Neighborhood Playhouse Junior School does not prorate tuition for student absence, lateness, or early pickups. Tuition will remain the same for the entire program regardless of how many days of attendance.

Payments may be made by check, cash, money order, wire transfer or by credit card. Make sure any checks, money order, or other correspondence contain the student's name. A 2.1% transaction fee will be applied for credit cards transactions over \$50.00. Email link will be sent.

If at any time you'd like to discuss your payment options, please contact the Junior School Director.

Termination Policy

The Neighborhood Playhouse has the unrestricted right to terminate a student's enrollment agreement at its sole discretion. A student may be asked to withdraw if, in the opinion of the school, his or her presence is considered to be detrimental to the school or to the health and/or progress of another student or the faculty.

Refund Policy

If you need to cancel your child's attendance at the Junior School, please contact the Director immediately. Any tuition paid before the start of class will be refunded. The refund will be the full amount of the total tuition payment minus the nonrefundable payment (\$100 in the Fall & Winter sessions and \$300 for the Summer Programs). Regrettably, by the third class, there is no refund, regardless of the circumstance.

Scholarships & Financial Aid

At this time there are no scholarships or financial aid given for junior school programs. However discuss with the Junior School Director about the optional **sibling discount** and payment plans.

Default on Monies Owed

In the event of default or delinquency on monies owed to The Neighborhood Playhouse, the student or parent/guardian representative agrees and understands such fees necessary including but not limited to — Attorney Fees, Interest, Collection Costs and/or Late Fess and/or Penalty Fees — will be added to outstanding amounts owed and will become the sole responsibility of the borrower.

Further it is understood that any information supplied to the Neighborhood Playhouse for the student such as, but not limited to, Cell Phone numbers, Home phone numbers, Work phone numbers, other contact phone numbers, email addresses, reference or relative contact information may be used by The Neighborhood Playhouse and/or its agents in the collection of monies owed under this agreement.

Student Forms

Upon acceptance, and in order to participate in the classes, three forms to be signed and returned by a parent/guardian will be sent to you. These include the Enrollment Agreement, a Medical / Photo Release / Emergency form, and Student Handbook Agreement Form, found at the end of the Student Handbook.

The Enrollment Agreement will be governed and construed in accordance with the laws of the State of New York.

STANDARDS OF BEHAVIOR

Student & Teacher Conduct

Students, faculty, and staff are expected to show respect for each other and their environment. We support each other in work and play. Starting with the instructor, ideas, hard work, and concentration are valued. The students **are not** allowed to criticize other's work unless required to under the guidance of the instructor for learning purposes. Students are expected to follow all behavioral, dress code, and instructional guidelines as set by their teachers. Students should act in a responsible manner.

Attitudes and comments that degrade others based on race, gender, sexual orientation, or socio-economic status will not be tolerated. Profanity is forbidden.

Electronic devices including, but not limited to, cell phones, beepers, headphones, iPads, Kindles, hand-held games including toys and trading cards are not to be used while the student is in the building. Cell phone usage is allowed with teacher permission and must be put on airplane mode or Do Not Disturb. Devices may be used to record music or to share relevant information with the class. Items may be confiscated by the teacher if they prove to be a distraction and may be picked up from reception at the end of the day. No recording of other students is allowed, except instructed to do so by faculty for purposes of learning a song or dance at home.

Don't bring anything valuable to school. The Playhouse is not responsible for lost or stolen items.

In an emergency, please call the school and not your child's phone: 212-688-3770.

Attendance / Lateness

All classes have been designed to give the student complete actor training. Many of the classes require working in partners or in groups. The student's absence greatly affects the others around him and disrupts the flow and growth of the courses. All students are expected to attend each class throughout the day.

It is also important for students to arrive on time. Classes start promptly. Students may not avoid a certain class by arriving late. Lateness is disrespectful to the teacher and fellow students.

If your child is unable to attend class, please email the Director, Carmen Lamar Daehler, at cldaehler@neighborhoodplayhouse.org. You may also call reception at 212-688-3770 and leave a message if after or before school hours. If we don't hear from you, we will be emailing or calling within the day.

Due to the tight faculty schedule, there are no makeup classes. Students check in as soon as they arrive. Parents, call reception whenever you have a concern or question about your child's arrival and departure. Please leave ample time for the train and bus schedule, traffic, and other commuting difficulties, particularly on the weekends.

If your child is unavoidably late, please call the office immediately. Attendance and lateness will be closely monitored. Excessive absenteeism and/or lateness will result in dismissal from the program. If a student needs to leave early, please make a note of it on the sign-in sheet and inform the Junior School Director by email.

The Neighborhood Playhouse is approved by the New York State Education Department and by the National Association of Schools of the Theatre. As an enrolled student, your child(ren) shall conform to the rules and regulations of the School as stated in the Student Handbook.

STANDARDS OF BEHAVIOR, cont'd

Sexual Harassment

The Playhouse is committed to maintaining a humane atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. More specifically, the faculty, staff, and students of the school will not condone actions and words which a reasonable person would regard as either gender discrimination or sexual harassment.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment, (2) submission to or rejection of such conduct by an individual is used as a basis for participation in class work affecting such individual, or (3) such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Complaints of sexual harassment should be made to the Junior School Director. Prompt action will be taken on formal complaints, and a finding of sexual harassment will result in appropriate disciplinary action. If a student feels uncomfortable for any reason in class, please see the Junior School Director.

HEALTH AND SAFETY

Alcohol and Drug Use

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is prohibited on school premises or as part of any of its activities. The school is a Drug-Free Workplace as defined by Federal regulations. Students or employees found violating any local, state, or federal law regarding the use, possession, or distribution of alcohol or other drugs will be subject to the full legal penalty, along with any appropriate school disciplinary action.

Disaster Plan

If we are instructed to evacuate, or it seems prudent to do so, we will walk to 1st Avenue and head north. The NYPD has assigned us to go to the Archdiocese of New York at 55th Street and 1st Avenue and await instructions. If it is not possible to remain at the Church, we will walk north up to Sutton Place to safety.

Our outdoor evacuation site is the park on 54th Street and Sutton Place. Continue East on 54th Street until you see it in front of you.

Students will remain with their teachers. In this situation, no student, REGARDLESS OF AGE, will be allowed to go home alone. A student will be released to a parent or guardian. If we are at an alternate site, you will be told where to pick up your child by phone or email.

The Neighborhood Playhouse is protected by the 17th precinct of the NYPD. Their phone number is 212-826-3211. They are aware that we have children in the building every Saturday and during the week in the summer and will guide us in an emergency. In case of fire, we will have staff designated to lead students out and across the street to safety. There may be periodic fire drills during our Saturday & Summer programs.

Your child's safety is our first priority.

*There is a **Lost and Found** box in the reception office. Please check often. We have a collection of water bottles and hoodies. Please turn in lost items to reception. At the end of each semester any unclaimed items will be donated to charity.*

HEALTH AND SAFETY, cont'd

Medication

All medical conditions, allergies and other pertinent information to ensure the safety and well-being of your child should be filled out on the medical release form.

Neighborhood Playhouse staff and faculty are not licensed to administer medication, including pain medication. If your child is on a prescription schedule or carries emergency medication (for asthma, allergies, etc.), please inform the Junior School Director. Students must be able to administer their own medication during class day.

If your child becomes ill you will be notified as soon as possible to plan the best solution for your child's discomfort.

With serious injuries or illness we will make every effort to simultaneously contact parents / guardians and immediately obtain necessary medical treatment.

If your child is discovered to have a contagious disease, parents will be contacted immediately and requested to pick up their child. Students will not be readmitted back without a note from their doctor. This is for the health and well being of all students, staff, and faculty.

The second floor office has bandaids and ice packs should a child need these.

Dress Code

- Sneakers or sandals with straps
- For dance/movement, no shoes or socks unless jazz sneakers, jazz flats, ballet shoes are requested by the teacher
- Students must come to the Junior School programs wearing clothes that will enable them to work in all studios. Comfortable clothing that allows for easy movement is required. Acceptable clothing includes yoga pants, sweatpants, gym clothes, shorts, and T-shirts.
- Please bring hair ties to pull long hair back during movement classes
- Although we support individual personal expression, clothing that is distracting, provocative, and not suitable for a learning environment is not permitted; at the discretion of the Junior School Director. Clothing with hate, racial, obscene slogans, or other inappropriate remarks are prohibited. Mini skirts, hats, pants or skirts that hang below the hips, short shorts, low cut, sheer or strapless tops, exposed midriffs are not allowed and subject to review. If the student does not have a change of clothes, the parent will be notified. He or she will be asked to leave or picked up by parent.

SCHEDULE

Class Schedule

A description of classes may be found on our website, www.playhousejuniors.com, along with a sample schedule for the Summer and Saturday programs.

The course schedule will be passed out to all students on or before the first day of class. Any changes to the schedule will be announced as they occur.

Family and friends may observe classes on visiting days and/or presentation days to be announced. Check the calendar on the website for more information. No visitors will be allowed on other days, except for guided tours scheduled in advance.

Teachers are required to dismiss students 5 minutes before the end of class so they may start their next class promptly. This applies to all classes except the last one of the day.

Snow Policy

We do not close for ordinary snowstorms. If it's too dangerous for you to attempt to travel to school, please stay home. If there is an unusual storm and many events in the city are cancelled (particularly Recreation Center activities next door) we will cancel as well. Please check the website if you think class may be cancelled. We will post and email as soon as possible any changes to the schedule. You may also email Carmen at

cldaehler@neighborhoodplayhouse.org. Unfortunately, due to scheduled building use, we cannot make up for snow days.

School Supplies

In addition to being prepared in class with the proper attire and attitude, students must arrive with a pen or pencil and a backpack to keep a change clothes, lunch, and their folder. A folder will be given to every student at the start of each session, unless you want to use your previous folder. These items are important and must be brought to class every day/week. Occasionally you'll be asked to bring additional materials, including but not limited to, a 3-ring binder, notebook paper, clear sheets for music, and props for scenes.

Drop off & Pick up

The doors open at 9am.

Students must wait in the lobby until directed to go to their first class. For security reasons, adults, other than faculty and staff, are not allowed above the lobby level unless accompanied by a staff member. If you need to give your child a message or deliver lunch, please see reception.

Please pick up your child promptly after class. We cannot be responsible for children waiting in the lobby. If you are going to be detained, please let us know, and we'll make sure to keep an eye on students in the lobby area.

If you wish to allow your child to go home unaccompanied, please fill out the appropriate information in the Medical/Photo/Emergency Release form. Any change in the student's normal pick up schedule (i.e. going home with a friend, leaving early, etc.) must be communicated to the director in writing or by phone. Students are absolutely not allowed to leave early without this communication. We will contact the parent / guardian whenever there is a question. The building closes at 5:30pm.

Lunch

Students are responsible for bringing their own lunch and drink every day they have class. Students will eat lunch/snacks in the student lounge located on the 4th floor. There is no food or snack available for purchase at the Neighborhood Playhouse. Healthy foods are encouraged to maintain stamina throughout the long day; please avoid sweets and soda. Due to food allergies, sharing food is prohibited. Please avoid glass containers.

Conservatory Teens in the Summer and Saturday programs are the only students allowed to go out for lunch with parent permission as indicated on the Medical/Photo/Release form. They may bring their food back to the lounge.

Students may go to the establishments on 1st and 2nd Avenues from 53rd to 55th Streets. (Starbucks, Lenwhich, City Eats, Tal Bagels, & Marinara Pizza are in these areas).

Parents may also drop food off for their children with Reception. Please write your child's name clearly on it. We will make sure it's delivered. Students who choose to go out for lunch are expected to be prompt for class following this break. Students who are late two times will lose the privilege of out lunch for the week following the second lateness. Students may not chew gum or eat in class. Water is acceptable and encouraged to have throughout the day.

All students should bring a water bottle. No food or other drinks are allowed in any of the classrooms. The water fountain is located on the 3rd floor. Recycling bins are on all floors.

STUDENT RULES AND REGULATIONS SUMMARY

Please sign, date, and return this page

1. Please sign attendance book in front reception office each morning as you enter.
2. If you're going to be late, please contact the school, 212-688-3770.
3. Notify the school immediately of the cause of absence from school, or absence from individual classes.
4. Notify the school immediately of any changes in address, email, or phone numbers.
5. Be responsible for all personal belongings. Bicycles may be parked in the backyard. The school assumes no responsibility for personal property including cell phones lost or misplaced.
6. Comfortable clothing is required for dance class. Jeans are not considered appropriate dance wear. Long hair must be pulled back.
7. Cell phone use is only allowed with teacher permission and must be in DND or airplane mode. Students may check messages in between classes. We'd like phones put away during lunch as well. Parents, if you need to reach your children, we encourage you to please call reception.
8. No recording of other students doing their work in class is allowed, except under specific instructions by the teacher for learning purposes, i.e. to record music or dance to learn at home.
9. Classes are over as indicated on the schedule. The building needs to be cleared by 5:30pm. No student may remain after that time unless a rehearsal or production is scheduled with approval.
10. When lunching, students are to use the fourth floor lounge only. Please dispose of all debris in the appropriate containers. Recyclable items (cans, hard plastic, bottles) should be placed in the **Blue** containers. If unsure ask a staff member.
11. Please do not sit on the stairs in between floors or on the entrance steps to the school. There is also no rehearsing allowed in the lobby or stairwells.
12. Students and parents are not to enter the first floor reception office, or gather in the front hallway.
13. Students are not to use the elevator, except under specific circumstances, with prior permission, or a note from the doctor.
14. Students must participate in all classes, unless a note from a parent or doctor is received explaining the circumstances of why they need to sit out.
15. Please adhere to the rules of the school and teachers. Abusive behavior and bad language are prohibited. Rules of good manners and decorum must be followed in all classes, this includes, but not limited to, respecting each other's time, space, and environment.
16. Students or parents must sign out upon departure from the school. If you are leaving early, please write the time next to your signature.

Please refer to the handbook for details of the above and more. Print this page and sign your name showing you have read and understood these policies and procedures. Return to the Junior School Director along with other required forms to complete enrollment.

Parent Signature

Print Student's Name/Signature

Date