



★ ACT TOO PLAYERS ★ ★
MUSIC & THEATRE ★

Act Too Players

2016 Parent & Student Handbook

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A Guide for Students and Parents

As a condition of enrollment at the Act Too Players Studio, students and their parents or guardians agree to abide by all the policies set forth by The Act Too Players, its director, faculty, and staff. The Act Too Players reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Welcome to the Act Too Players!

This handbook will serve as your guide to The Act Too Players and its philosophy of music and theatre education.

We take our roles as a mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of music and theatre in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Philosophy

The Act Too Players is committed to providing high-quality theatre classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore theatre with qualified, nurturing teachers.

We believe that theatre education encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and theatre education encourages self-expression, concentration, communication skills and enhances imagination.

The highest educational standards are expected from all Act Too Players faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

Our program is grounded in the belief that theatre skills are worthwhile, valuable life skills. For children and teens, these classes, camps, and workshops open doors to imagination and self-confidence while holding fast to the discipline and work ethic that is crucial for any craft. Act Too Players has produced over 100 productions and strives to provide students the opportunity to learn and grow not only as a performer but also as an individual.

We pride ourselves in being a respected training program for all youths interested in the performing arts. Each semester we structure classes in a way to help the individuals enrolled. Often times, we will offer a specific classes upon request.

About this Handbook

FOR MORE THAN 13 years our school has been a leader in theatre and music education. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

For Our Students

The first step to becoming a successful performer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another performer. A correction is an honor; it shows you how much a teacher cares about your progress as a performer. Always say thank you when a teacher, director, choreographer, or student assistant offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

Acting is a very specialized profession and we at Act Too consider this to be a discipline. It typically requires a number of special skills. A good memory, for instance, is one of the greatest skills that any actor can have. If acting in front of a live audience, such as in a theater, actors must be able to memorize all of their lines and cues. Movie and film actors should also be able to memorize most – if not all – of their lines as well.

Aspiring actors should also be able to easily portray a character's emotions and personality. For example, they should be able to make others truly believe that they are the character that they portray.

Research skills are also excellent for any actor to have. These will often come in handy when researching an upcoming role, such as for a historic character.

Actors should also be able and willing to work hard. Before a production, actors will typically spend long hours studying a script and practicing their lines. They will then usually have the nerve wracking experience of performing in front of a live – and often critical – audience. Movie and film actors will also need to be available to work at nearly any hour of the day in any sort of weather.

FOR THE PARENTS: "WE'RE IN THIS TOGETHER"

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

FOR ALL PARENTS AND STUDENTS

Understanding Theatre Education and Acting

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Theatre, Music, and Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

It is also important for you as the parent to understand and trust our process. Because we are a teaching facility, it is vitally important that we train our students in several different ways. We try very hard to cast your child in the best place, for the best experience. We do our best to mix up the roles, there by mixing up their experience. A lead role in a show is no more important than an ensemble role. It is important for you to realize this, so that you can help your child realize and understand this as well. We look for the opportunity to push, challenge, and strengthen your child's ability. This may come in many different forms. We ask that you do not become combative toward the casting process. Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger performers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary Sondra to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of Act Too Players to meet the child's needs

Do's and Don'ts

- Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.
- Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.
- If you have questions or concerns about your child's education (such as progress or class placement), please discuss them with Sondra and your child's instructor. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child's teacher or the director between or during.

- If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of theatre education.

Mission Statement:

To inspire, raise self-esteem, and nurture all talents of children through self-expression in the art forms of Music and Theatre.

Alumni:

Many of the Act Too Players Members and Alumni have been seen on Professional Nashville Stages and have gone on to be accepted to drama programs at universities including Belmont University, Boston Conservatory, American Musical and Dramatic Academy, Millikin, Samford, Manhattan Marymount, Emory & Henry, Berklee College of Music, Columbia, Butler, Barnard College, the Atlantic School, University of Tennessee, David Lipscomb, Western Kentucky, Stamford, and many more.

Acceptance for All:

Act Too Players welcomes every child to participate in this program regardless of previous experience, skill, or knowledge of musical theatre. Act Too Players is one of the premier theatre programs in Williamson County, and we accept everyone before the audition process.

We pride ourselves in our well respected premier training program and look forward to giving your star the best theatrical experience in Middle Tennessee.

Contact Information

Theatre Office:
615-294-0667

Email:
info@acttooplayers.com

Address:
1113 Murfreesboro Road
Ste 119
Franklin TN 37067

Facebook:
facebook.com/ActTooPlayers

Rehearsal Photos:
On our Facebook page

Website:
ActTooPlayers.com

Work Scholarship

We do have a limited availability Work Scholarship Program for families in which the student or parent will work in the Act Too Players office for approximately 15 days doing various clerical or creative (props, costumes, etc) projects. You will be asked to pay the reservation fee just to cover the cost of materials for the class.

If you are interested in applying for the scholarship or work program, please complete this [Request for Scholarship Form](#).

Studio Policies

Communications

It is your responsibility to make sure that you have given the correct email address to Sondra Morton. She will send the majority of her communications through email, constant contact and through the handouts to the students. You may contact Act Too Players by email at info@acttooplayers.com, or Sondra@acttooplayers.com.

Parking Lot Safety

The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot. Also, if your child is under the age 10, please escort them into the building.

Performances

All performances and dress rehearsals will be held at the Franklin Theatre. Both performances and dress rehearsals are mandatory. Students will need to arrive between 1 hour and 1 ½ hour before show times on performance dates. The Director will advise you on the Call Time. Please **DO NOT ARRIVE EARLIER THAN THE TIME CALLED!**

Ticket Policy

Tickets will go on sale approximately one month prior to the opening of the show. You can order tickets by either calling the Franklin Theatre at 615-538-2076 or by ordering tickets online at www.franklintheatre.com/live-theater. Ticket prices vary between \$13 and \$25.00. Parents are able to earn comp tickets by becoming a participating member of Parent Stagers.

Photos and Video of Performances:

Personal video taping of our performances is not permitted due to contractual agreements with licensing companies and the Franklin Theatre. A professional videographer will be present to video our performances, and you may order a copy at the beginning and end of each show. No photography is permitted during the show. We will have a professional photographer take photos of dress rehearsal. You can look for photos online at our facebook page.

The Franklin Theatre

Beginning in 2014, our performances are being held at the beautifully restored, historic Franklin Theatre. With a state-of-the-art sound and lighting system, and undeniable charm, the Franklin Theatre is the ideal performance venue for our students to learn and excel in their theatrical endeavors.

The Franklin Theatre boasts a:

- 289 to 322 seating capacity
- 30×23 foot performance stage
- State of the art sound and lighting systems
- HD video presentation with retractable 23 foot screen
- First-class dressing and green room
- Full ticketing services including web based convenience

Bad Weather/Studio Closings Policy

In the case of inclement weather please check the website, email, and Facebook for information regarding classes being cancelled or postponed. www.acttooplayers.com | facebook.com/ActTooPlayers

Observation

Observers are not permitted in the studio during a class period or technical rehearsals. Parents are responsible for children in the lobby area and we ask that you respect the Studio's property.

Class Attire

Please wear tennis shoes or dance shoes and clothes that you can move in. Please no skirts, crocs, or flip flops.

Lost and Found

All items are put in a box near in the lobby and are kept for two weeks.

Check the lost & found box before leaving the studio to be sure there are no items belonging to your child. You may also call the office to schedule a time to pick up items left behind.

Refund & Drop Policy

For Performance Classes: Refunds/Cancellation of Monthly Payment for dropped classes will not be allowed after casting is complete. In a performance class situation, each student is a vital member of each production and therefore we want to encourage all students to continue their commitment through the end of the semester.

If a refund is requested after payment is processed (before casting is complete) there will be a \$20 processing fee.

For the Non-Performance Based Classes: If you are paying monthly we must receive written notification via email that you are dropping a class. If a student chooses to drop a class, you are still responsible for paying that months tuition in full.

Attendance

If a student is ill or misses class, the student is responsible for learning what he/she missed. We recommend finding a classmate to retrieve the missed information with similar blocking/choreography. While we do understand the importance of school and family functions, we also expect students to be in attendance as frequent absences restrict the potential of the group as a whole. Every member is important. If a student is going to miss class, please notify Sondra via email or text as soon as possible. A

missed class could leave a child one step behind the other students. Missing class during could result in frustration for the students and their teachers and classmates. More than 2 unexcused absences may result in termination from the class.

Parent Stagers

This is an opportunity for the parents to participate in the production as well. You can offer your sewing, organizing, painting, and set building talents to the show and earn additional comp tickets to see your child perform.

Payment Options

Payment will be made on a monthly basis through automatic payment via the customer portal. You can add your choice of credit card/debit card. Payment will be automatically withdrawn on the 1st of the month. It is your responsibility to ensure that you have the funds within the account to cover all tuition fees. There will be a \$20.00 fee for payments that are not successfully processed. If you realize that you are unable to make a payment, please contact us so that we can find a solution that will work for everyone without the need for fees.

Please understand that tuition is broken down in monthly payments for your convenience.

Costumes

We will provide the majority of the costumes for each show, but we may require students to provide their own shoes (character, jazz, tennis, etc) and basic costume apparel including shirt, shoes, tights, leggings, etc.

Communications

It is your responsibility to make sure that you have given the correct email address to Sondra Morton. She will send the majority of her communications through email, constant contact and through the handouts to the students. You may contact Act Too Players by email at info@acttooplayers.com, or Sondra@acttooplayers.com.

Holidays

For the Fall Semester we break for Thanksgiving Week and Christmas Week through New Years. For the Spring Semester there will not be classes the week of WCS and FSSD Spring Break.



Please sign and return to office (via email, mail, or in person) after registering for class.

Fall 2015

Signed Policy Agreement

I, _____, have read the policies, payment procedures, and conditions of the Act Too Players and hereby agree to the terms and conditions within. I have spoken with my child about proper behavior for this studio.

Student Name (s) and Classes: _____

Print Name

Date

Parent or Guardian Signature

Sondra Morton, Owner
Act Too Players