

# **THE STUDIO**

**at Shakespeare by the Sea**



**2023/2024 Handbook**

# WELCOME TO THE STUDIO!

We are so excited to embark on another fabulous year-long training journey with you. This handbook details all of our various policies to ensure that you know exactly what to expect, and how we plan to keep you safe and informed between now and Spring of 2024!

Please read through this handbook, and let us know if there's anything we can do to support you this year.

## RETURNING TO CLASSES SAFELY

Students and Parents/Guardians are kindly asked to wait outdoors, and only students are allowed in the building during classes.

**We are not requiring masks indoors for the 2023/2024 Studio Season, however we request that you exercise great caution when it comes to keeping our community healthy. Please stay home if you are sick.** Theatres were the first industry to be shut down in the COVID-19 pandemic, and they have been the last to come back. Illness is still one of the toughest challenges being faced by theatres. It's much better to miss one rehearsal or class to protect everyone, than to come to class sick and spread the illness.

Shakespeare by the Sea is equipped with HEPA-filtered air purifiers in every room.

Hand sanitizing stations are at every entrance.

Private singing instructor maintains distance of 6 feet/2m during lessons

Please visit <https://www.nshealth.ca/protecting-myself-and-others> and stay up-to-date on best practises.

Class procedures are updated according to Provincial guidelines. Everyone is encouraged to stay-up-to-date, watch your email for updates from us, and be ready to adjust our habits to keep us all safe!

## **WHAT YOU NEED TO BRING EACH WEEK**

1. A hoodie/sweater/warm layer
2. **Indoor shoes in the winter months or when it rains. This is a safety concern. If you arrive without indoor shoes, you'll be required to change into Studio-provided slippers, as we can't have wet shoes in the studios.**
3. A hair elastic or headband (for students with long hair)
4. Binder or duotang with your name on it (for scripts, sheet music, etc.)
5. Pencil
6. Water bottle labelled with your name

## **PICK UP & DROP OFF**

Students will not be dismissed without a parent or guardian unless specific instructions are provided to the Studio in writing allowing parental permission for students to leave the premises alone.

## **CODE OF CONDUCT**

All students and staff deserve to be treated with kindness and respect at all times. We aim to provide an inclusive space for people of all identities, and as such, there will be zero tolerance for any kind of disrespectful behaviour or language, bullying or harassment, or any other action which may inflict physical or emotional harm on another person. Engaging in behaviour which goes against our Code of Conduct will result in removal from our programs.

## **COMMUNICATION**

Email is Shakespeare by the Sea's primary method of parent communication. If you need to be contacted via method other than email, please notify us so that we can have it in our records. Last-minute changes and/or cancellations are bound to happen due to weather or other unforeseen circumstances. An email will be sent out to affected classes. If there is any chance this will not reach you,

please identify another means of communication we can use to ensure you don't ever miss the message and end up at the building when we are closed.

Especially in the event of a weather closure, we'll want to send our staff home as soon as possible, so they'll contact you by the means you specify, but once that is done we will close the office, so please help us ensure that we are able to reach you.

All teachers have a company email address that is monitored during their working hours. **Please only reach out to them via this email address.**

**Jade Douris-O'Hara (Studio Director):** [jade@shakespearebythesea.ca](mailto:jade@shakespearebythesea.ca)

**Drew Douris-O'Hara (Instructor):** [drew@shakespearebythesea.ca](mailto:drew@shakespearebythesea.ca)

You are being provided with an electronic copy of the Studio Calendar. It details all planned closures and relevant dates. Reminders will be sent out, but please refer to the calendar!

## **FOOD**

Some classes have scheduled snack breaks, but not all. Please don't send your child with snacks unless their class has a scheduled snack break. No classes under 75 minutes or any private lessons have a snack break.

Any food that enters our facility must be nut- and sesame-free.

## **PAYMENT**

We do all of our payments via electronic invoice through Square, including tuition, costume fees, photos, tickets, and anything else that comes up. Any reminders you receive from Square are sent automatically, but everything else is done manually. If you need an adjustment to your payment schedule or don't understand a charge, please don't hesitate to ask. Many issues are an easy fix and we want to help you!

If you would prefer to pay via e-transfer at any time, you may do so by sending the amount on the issued invoice to [studio@shakespearebythesea.ca](mailto:studio@shakespearebythesea.ca). We'll mark the payment in Square when we receive it, and you'll be notified.

## UNFORESEEN CANCELLATIONS

In the event that Studio activities need to be suspended or cancelled for any reason, a few different things could happen. Your class might be cancelled and you'll be invited to make up the time in another class on the schedule. If it's a crucial rehearsal, an alternative date might be selected, and the class rescheduled to that time. We may choose to do the class or lesson online.

Shakespeare by the Sea has a number of wonderful substitute teachers that have been trained to teach our programs. Sometimes a substitute teacher is the right choice if a teacher has to be absent, while other times it's better for us to reschedule the time instead...we rely on the expertise of our instructors to determine which choice is best for the affected students at the time of the absence.

**COMPANY CLASSES ONLY:** We always schedule more rehearsals than we need in order to absorb cancellations, so there may not always be a make-up for Company rehearsals.

## ILLNESS AND PERSONAL ABSENCES

We want you to stay home if you don't feel well. We will always work to be as flexible as possible in accommodating make-up classes for any student who stays home from class due to illness.

That being said, please try to let us know if you're going to be away. Especially after we come back from the winter break in January, all teachers are starting to prepare the class for their various end-of-year performances. Consistent rehearsals are the best way to combat stage fright! **As such, if you have to miss more than three days of class, or if you miss more than three private lessons between January and May of 2023, it will be up to the teacher's discretion whether or not the student can still participate in the performance. Attendance at all dress rehearsals and performances is mandatory in order to participate in the recital.**

Theatre really is a team sport, and having people on stage who have missed a

lot of rehearsal is stressful for everyone involved. We don't want our performances to be a stressful experience, we want them to be fun and triumphant! So please try to let your teacher know what's going on if you have to be away so they can make a plan to include your child in the performance in a way they can handle.

**COMPANY CLASSES ONLY:** If you're absent for a reason other than illness, the director may have recast you in some measure. It won't be possible to go back on material rehearsed while you're away. This may include being cut from vocal parts, dance or fight choreography, or scene work. Attendance at all dress and technical rehearsals is mandatory...it's not fair to the other actors to expect them to do their final rehearsals without you.

## **LATE ARRIVALS**

Please send an email to your teacher if you're going to be late. We lock the front door to keep the building safe during classes and lessons. If you arrive and the door is locked, please ring the doorbell!

**PRIVATE LESSONS ONLY:** Time lost due to late arrival unfortunately cannot be made up, and your lesson will end at the scheduled end time.

## **PRIVATE LESSON CANCELLATIONS/MAKE-UPS**

**This section applies to students in private music lessons only.**

You may reschedule up to one lesson per semester. There is a "make-up day" scheduled in your calendar each semester, which will accommodate make-up lessons. This is the only day you can make up a lesson. You cannot exceed one per semester, or two per year. In order to make up a missed lesson, the lesson must have been cancelled 48 hours in advance of the scheduled lesson time. It is the student or parent's responsibility to reschedule their lesson using the provided [Google Form](#). No refunds are provided for missed or cancelled lessons.