



Education Department Handbook

(As of 1/5/23)

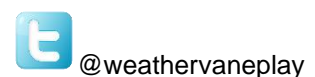
Weathervane Playhouse

1301 Weathervane Lane

Akron, Ohio 44313

330-836-2626

www.weathervaneplayhouse.com



A LETTER FROM THE EDUCATION DIRECTOR



Dear Weathervane Parents and Students,

Welcome to the Youth Classes at Weathervane Playhouse! It is my belief that everyone should have access to the amazing benefits that result from theatre and arts education. Through our classes here at Weathervane Playhouse we encourage students to think outside of the box and use their imaginations to explore, create, learn, and grow. Whether it's creating their own story, building a set, or playing a part, it is our goal to develop the next generation of actors and audience members by providing quality educational opportunities.

Our classes allow students to gain an understanding and appreciation for the art of theatre as well as develop into artists and build confidence that can be translated from the stage to their everyday lives. It is also our goal to provide each and every student with a positive experience that they can cherish for years to come.

Thank you for joining us!

Sincerely,

Tammie McKenzie
Education Director
Weathervane Playhouse


EDUCATION STAFF:

Tammie McKenzie.....Education Director
Elijah Chase..... Assistant Education Director

Visit our Website for more information about our On-Site instructors
www.weathervaneplayhouse.com/instructors

CONTACT INFORMATION:

Education Director	330-836-2626 x35 or tmckenzie@weathervaneplayhouse.com
Assistant Education Director	330-836-2626 x29 or echase@weathervaneplayhouse.com
Weathervane Playhouse	330-836-2626
Website	www.weathervaneplayhouse.com

 WeathervanePlayhouse

 @weathervaneplay

 @weathervaneplay

OUR GOALS:

Weathervane's Education Program is dedicated to:

- Cultivating the talents of youth in Northeast Ohio and beyond.
- Continuing to educate ourselves about methods to instruct others.
- Exploring relevant issues for today's youth.
- Fostering the appreciation of theatre as an art form.
- Providing tools and materials to assist the growth of each student.
- Building a strong foundation for the future by supporting all young people in our community.

In pursuing these goals, Weathervane Playhouse's Education Program enriches the cultural landscape of Akron and the surrounding area, and affirms its place in the leadership of children's theater in Ohio.

GENERAL INFORMATION FOR ALL CLASSES:

- Wear comfortable clothes and shoes for active play. Classes involve many movement-based activities. Students are not wear open-toed shoes or flip flops in class.
- Specific shoes such as jazz or tap shoes are required for dance classes.
- Students are encouraged to visit the restroom prior to class.
- Bottled water is permitted during class.

***COVID-19 SAFETY GUIDELINES 2021-2022* (As of 3/17/22)**

Weathervane Community Playhouse COVID-19 Prevention Procedures:

- Masks are now optional for staff, students, and parents in the building.
- Hand sanitizer will be readily available for staff and students and hand washing and sanitizing will be frequently encouraged.
- Social distancing will be encouraged and practiced when possible
- All areas being used will be cleaned and sanitized frequently and promptly each day.

Weathervane Community Playhouse Policies:

- If the participant is experiencing any symptoms of illness, do not come to class.
- If the participant has received a positive COVID test or has been in contact with anyone who has tested positive, they must not attend class until a quarantine period of 10 days is complete and/or they have received a negative test.
- If Weathervane Community Playhouse is made aware that a participant, teacher, or staff member is infected with COVID-19 and other participants were exposed, those exposed will not be allowed to return for the remainder of the program and a prorated credit will be added to the participant's account.
- If a participant contracts COVID-19 during the session, a refund will not be given.

CLASS OFFERINGS:

Weathervane offers classes in the Fall, Winter, Spring, and Summer. The Fall and Spring Theatre Academies are 10-week long sessions and take place on Saturday mornings. Our Winter workshops are 5-week long sessions. The Summer Theatre Academy consists of one to two week long camps from June to August. Weathervane also has master classes, workshops, and special events throughout the year.

AGE GUIDELINES:

Our Youth Theatre Classes and Summer Camps serve students from age 3 to 17. Students must be at least three years old by the first day of class, be fully potty-trained, and may not attend class wearing diapers. Students may enroll only in classes for which they qualify based on age and grade. This allows us to accomplish our teaching objectives in every class.

CLASS PLACEMENT:

Students are placed in each class based on their age and experience. Some classes require a prerequisite or audition that is listed in the class description. Student placement is subject to change once classes begin upon the teacher's evaluation. **The introductory classes are often meant to be repeated.** After each session the teacher will be able to provide a recommendation to which class your student should take in the next session. If you are unsure what class to register for, contact the Education Director for assistance.

ABSENCE POLICY:

Because each class builds on skills and activities from previous classes, absences may affect a student's participation in the program. There are no make-up sessions for missed classes. **In order to participate in final presentations, students are required to attend at least 60% of their classes.** Theatre is a team sport, which often involves scene partners and group interaction. Excessive absences can affect the group dynamic. We encourage strong commitment and full participation.

DISCIPLINE POLICY:

Inappropriate behavior will result in the following course of action:

1. Student receives a verbal warning.
2. Student will be asked to sit out the current activity.
3. Student will report to the Education Director's office.

The Education Director will contact the parent. The Education Director and parent will collectively determine further action.

REGISTRATION:

Your child's registration sheet contains the following three parts:

The first portion asks for the child's name, class being taken, primary contact, relationship of this contact to the child, home and cell phone numbers, and email address.

The second portion is an Emergency Medical Authorization form that tells us of any health problems, medications, and other pertinent information about your child. It also gives us permission to take your child to a medical facility in case of a medical emergency.

The third portion is a release allowing us to use photos of your child to advertise our program. *This is optional.

Registration may be accomplished online, by telephone, by mail, or by visiting the box-office. Registering online allows you to fill out the necessary forms (emergency medical form and optional release) and allows you to simply check-in your student on the first day. You may also schedule a payment plan by registering online as well. Your receipt will be emailed to you after registration. If you choose to register by telephone, by mail, or by visiting the box office you will need to fill out additional paperwork-emergency medical form and optional photo release. Your receipt will either be given to you or mailed to you. Students will not be able to participate until the proper forms are filled out. Forms from previous sessions are not saved and therefore cannot be used.

SPECIAL NEEDS:

The Education Director will note any medical conditions, allergies, or special needs that were listed on your child's Emergency Medical Form. This information will be made available to your child's teacher only. For any additional circumstances please contact the Education Director, Lauren Mathis, at 330-836-2626, ext. 35.

OBSERVING CLASSES:

Our classes are structured to build on student participation. Therefore, classes are for participants ONLY. If you wish to observe a class, you will be required to participate, as a student, in the class.

GUESTS:

Since our classes build on the previous class, visitors must receive approval from the instructor a week before the class if you wish to have a visitor attend with your child. Accepting “guest” students is at the discretion of the instructor. **There will be a \$25.00 charge for the “guest” to attend the class.**

FINAL PRESENTATIONS:

On the last day of class, family and friends are invited to the theater for final presentations. The final presentation is a sample class highlighting activities and projects of the program, including students’ work. **More information and a reminder about final presentations will be sent home with the students prior to the end of the session.**

PHOTOGRAPHY AND VIDEOGRAPHY:

It is our goal to create a friendly, stress-free environment during the final presentations. Flash photography is prohibited. Videotaping is permitted. Please be aware that an electrical outlet ***will not*** be available for your use. Weathervane Playhouse does not produce or sell videotapes. Photographs of students taken by the staff may be used in Weathervane’s promotional materials if you have given permission for their photo to be used.

FINANCIAL ASSISTANCE:

Upon registration there is an optional to create a payment plan paying for the class or camp tuition in payments. Partial-scholarship support for classes are available. The application can be found on the Weathervane website or can be mailed by request. All scholarship requests must be received no later than two weeks prior to the start of class or camp.

REFUNDS:

Instructors are employed and prepare class instruction, materials, and activities based on class size. Therefore, class fees are non-refundable once the session begins. We make every effort to make accommodations to meet the needs of all students. A refund may be considered if given at least a weeks’ notice before the class begins or upon providing a written report from your child’s primary care physician providing reasons why your child can no longer participate. **All refunds will be charged a \$10.00 fee to cover registration expenses.**

IMPORTANT DATES:

- Final Presentations for your child’s class are held on the last day of classes. Mark your calendars now!
- Don’t miss our Productions! Check the website for show times and audition dates.
- Next Session of classes — call the theater or check the website for the list of the next session’s classes. If you would like to receive our Education information email lsprows@weathervaneplayhouse.com or call us at 330-836-2626 to have your address and email added to the Youth Theatre mailing list.

INCLEMENT WEATHER POLICY:

Classes have seldom been canceled due to the weather. However, there is always the possibility that in the case of severe weather (snow storms, flooding, power outages, etc.), we may need to cancel classes. We will make every effort to call you and let you know that classes have been canceled. We will also post on our Facebook page. If you have an answering machine, messages may be left on it. Please check your answering machine before leaving to come to class. If you are in doubt, please email or call the theater

Please note that every effort will be made to have a “make-up” class for any canceled classes. However, the theater schedule will dictate whether or not this is possible.

DROP-OFF/PICK-UP AT WEATHERVANE:

Weathervane recommends that each parent park and escort his/her child to and from the building before and after class. Please note that after the first day of classes, students will be responsible for getting to their classrooms without the supervision of a staff member.

Weathervane Playhouse is responsible for students during the students’ class time ONLY.

- Students should proceed to their designated classroom when called by their teacher at the beginning of class each day. It is important that students arrive to class *on time*.
- Parents with small children are invited to wait in the upstairs lobby area where there is a small television with a VHS player, books, and a few toys.
- At the end of class-time, students will return to the downstairs lobby area. Pick-up must be prompt, as teachers have ongoing classes and cannot wait for parents who are late.
- Children who are not picked up “on-time” will not be left unsupervised. A Weathervane staff person will be assigned to make sure they are safe. However, you will be charged for their time.

Rates are: \$15.00 per half hour

EMERGENCY PROCEDURES:

Teachers have been instructed to do the following in case of emergencies:

Fire: In case of fire, children will be evacuated from the building. Teachers will remain with their classes.

Tornado: In case a tornado has been sighted, teachers will take the children to a secure area and will instruct the children how to take cover against an inside wall, away from windows and doors.

Flood or Loss of Power: If classes are in session, classes will continue in the lobby or on the 2nd floor, as is appropriate.

In case of medical emergency or injury: We have a fully stocked, easily accessible First Aid kit. In the event of a life-threatening injury, we will contact you immediately, and will call an ambulance to transport your child to the nearest hospital or emergency room — a staff member will accompany your child.



Weathervane
— PLAYHOUSE —