

POLICIES & PROCEDURES...

BUSINESS POLICIES

Payment is due in full at the time of class registration unless other arrangements have been made. (For our homeschooling participants, a PO from your authorized homeschool is required to reserve your child's space in class in addition to the Registration Fee, and invoices for the course will be billed monthly). At this time we accept cash, credit cards (excluding AMX), checks and POs/payment from your homeschool. (All checks must be written out to Wonderland Stage & Screen)

REGISTRATION

There is a **\$30 (\$20** for additional siblings) non-refundable registration fee for all classes.

BILLING CYCLE

Wonderland Stage & Screen will submit invoices to homeschools on a monthly basis for classes completed during the prior month. Payment for after school classes on a monthly cycle may also be arranged on a case-by-case basis.

GENERAL REFUND AND CANCELLATION INFORMATION

Wonderland Stage & Screen reserves the right to cancel any event or class which does not maintain the minimum enrollment. If a class, workshop, camp, event or private lesson is cancelled by Wonderland Stage & Screen, the fee for the event will be refunded 100% or will provide an account credit.

RESERVATIONS AND CANCELLATIONS

Reservations for your student's participation in class are held when Wonderland Stage & Screen receives the **\$30** Registration Fee, payment in full for class or a PO from an authorized homeschool. Please notify Wonderland Stage & Screen 24 hours in advance of a participant missing class, to arrange course material make-up, if appropriate. Registration fees are non-refundable, and class fees are refundable should participant withdraw from class one week before the first class in any session. Missed classes in session are non-refundable.

CLASS CANCELLATION

Course material make-up will be provided to any student who notifies Wonderland Stage & Screen with a minimum notice of 24 hours. Missed classes without advance notice will not be eligible for course material make-up. All students can get course material make-up, if they wake up on the day of their scheduled class with an emergency or are sick. Parents must call first thing in the morning.

MISSED CLASSES

Please make every effort to have your child at their scheduled class on time. Course material make-up is available for missed classes. We do not offer refunds for missed classes. If your child cannot be at his/her class, we ask that you notify the office 24 hours prior to their class.

TEACHER MEETINGS

Because our instructors teach class on a specific schedule to complete the course film/theater production on schedule, they are not usually available to speak to parents during class hours. If you wish to speak with an instructor about your child, you may speak with instructors before or after class, or you may call to make an appointment, or send an email request.

Phone: 805.455.4338

Email: wonderlandstageandscreen@gmail.com

OUR CULTURE

Wonderland Stage & Screen explicitly desires to create a culture where all persons bring respect, curiosity and openness to our differences. Performing Arts are about creativity, confidence, and collaboration; trust in oneself and others, as well as physical skill. It is expected that students, parents, and instructors will be generous and respectful in their speech toward one another, showing an interest and courteous attitude toward one another.

RESPECT FOR THE WORKSPACE

Keep our space clean and organized. Feel free to use cleaning supplies (paper towels, vacuum, etc) to clean up any messes you make. If universal precautions are required, instructors or staff will perform clean-up. Participants will not use film or theater equipment without the guidance and/or supervision of instructors or qualified staff. Follow rules of engagement for all equipment. Put back any equipment or supplies in appropriate place when done using them.

RESPECT FOR INSTRUCTORS COMPETENCE AND DECISIONS

The instructors will respect the skill, competencies, and can-do attitude that students bring, as well as their interpersonal boundaries and privacy. It is expected that all students, parents, and guardians will likewise respect the professional decision making of instructors with respect to training, supervision, participation, and progression.

BE SAFE

Filmmaking and Theater can be fun, creative, and challenging. Like many disciplines that integrate body and mind, it is not without risk. With this in mind, safety is at the forefront of our practice. Students are trained to be aware of risks and how to avoid them. When a student has the proper knowledge and awareness of physicality and movement, and how to keep himself/herself safe, the student can focus on skill building and the fun of practice while also making sure that the instructors and other students stay safe in the classroom. Safety is about mitigating risk through standards, procedures, and education. We strive to keep everyone in our community safe, making sure the artist culture of respect, responsibility and camaraderie permeates the lives of our students, informing their choices and enriching their experiences.

ARRIVAL & PICK UP

Please arrive early for class. This will allow time to change or visit the bathroom. A proper warm up before movement instruction is required to prevent injury. If a student arrives late and they are dressed, ready to participate, and properly warmed up, they may be allowed to join class at the instructors' discretion. Please do not come if you have had a fever in the previous 24 hours. Follow the instruction of your medical provider regarding any limitations in activity. Please make your instructor aware of these instructions. It is at the discretion of the Wonderland Stage

& Screen instructor to modify or prohibit participation in any activity for the safety of the student as well as others, due to sickness, injury or any other condition that instructor deems unsafe to participate.

Wonderland Stage & Screen assumes responsibility for supervision of a minor child between the ages of 8 and 16 upon their arrival for their scheduled class. Parents of children 7 and under are expected to remain at the studio during the class or designate a responsible adult who will remain on-site during the class. If a parent is participating in a class, their child must be capable of waiting quietly or the parent may need to leave their class if a child is disruptive. A parent or designee must accompany children to the first class of each new session. When minor children are waiting for parents for pick-up, they will wait in the interior waiting area only. Wonderland Stage & Screen is unable to assume responsibility for monitoring/supervising minor children outside of the workspace, or for more than 10 minutes before/after class.

PHYSICAL AND PSYCHOLOGICAL PREPARATION AND READINESS

Students must come to class prepared to work. Do not be under the influence of drugs and/or alcohol. Please do not come if you have had a fever within the previous 24 hours. Follow the directions of your medical provider regarding any limitations in activity, and communicate these instructions to your instructor[s].

It is the prerogative of all Wonderland Stage & Screen instructors to prohibit any student to participate in any activity for the safety of the student, instructor and/or other students. An instructor has the right and responsibility to modify or prohibit participation due to alcohol, or drug use, sleep deprivation, injury, illness and any other condition that hampers a student's ability to participate safely and responsibly in class.

Please allow time for a visit to the bathroom or to change clothes before class so the student is prepared to begin class on time. Students must remove shoes before entering the training area. Wear socks, indoor shoes, or be barefoot. Be respectful of the other people in class with you. Avoid heavily scented perfumes, deodorants or scents. The instructor has the right to ask a student to stop wearing a scent that is distracting to the class. Please make sure hair that is long enough to swing in front of the face is pinned back from the face and around the neck.

No food or drink is allowed outside of the waiting area. Water in sealed containers is permitted in the studio. Students must be responsible for food, beverages, or water bottles that you bring into the waiting room and remove them upon departure.

DURING CLASS

Students and parents/guardians **MUST** follow the safety rules and all safety directions from the instructor. A student who does not may be asked to sit out a portion of a class, or take a break from participation.

- Students must refrain from using equipment until the instructor gives permission or direction.
- Students are expected to attend to the activity being led by the instructor at all times during the class. If you require a break, notify the instructor.

- No gum or food during class. Students may bring a water bottle and access it in the waiting area. We do provide water breaks for students. A snack time will be directed by the instructors.
- Students are expected to be respectful and encouraging to their classmates and instructor/s. Students are expected to show up for themselves and their peers in a way that honors everyone's hard work and can-do attitude.
- Filmmaking and theater equipment and classroom supplies are reserved for class participants during class only.
- Proper attire is required for each class, and may change depending on the activity. We recommend form fitting leggings or yoga pants that cover the back of your knees. Clothing must be comfortable for sitting on the floor as well as movement/acting exercises. Shirts must be long enough to tuck in. Shorts and cropped tops are not recommended. Bare feet are appropriate for most classes. Costumes for days of film shooting will be discussed in advance.
- No gum chewing.
- Students with injuries or illness should notify the instructor before class.
- No jewelry or watches. Accessories can damage equipment and possibly hurt you or others and are generally not conducive to free movement.
- People can be very sensitive to smells and we strive to be a scent neutral facility. Please avoid heavily scented perfumes, deodorants or scents.
- Please make sure hair is pulled back away from the face and from around the neck.
- No cell phones/conversations are allowed during class.

BEST SAFETY PRACTICES IN COACHING AND INSTRUCTION

Wonderland Stage & Screen is absolutely committed to providing a safe environment and safe, best practices in coaching and instruction.

The following are standards of good practice we expect from all of our instructors.

Instructors will:

- Always put the safety and welfare of the students as the highest priority.
- Treat all students with respect and dignity.
- Assess and minimize the risks associated with participation.
- Be informed about, and follow, emergency procedures in the event of accident, fire, or other incident.
- Always ensure there is at least one other responsible adult present at all times during teaching and training sessions.
- Maintain appropriate, healthy boundaries and be a role model for excellent behavior within the studio and in all interactions.
- Providing manual support is a component of teaching theater skills. It enables students to approach complex skills safely and progressively, and reduces the risk of injury.

- Instructors will always ask the students' permission before touching them except in the case of sudden emergency.
- Instructors will ensure that physical touch is for the purpose of instruction, and is only used when necessary.
- Physical contact will not be invasive of sensitive areas of the body i.e. genital areas, buttocks, or breasts except in case of emergency.
- Staff will avoid close physical proximity, body contact and manual touch outside the process of learning and performing acting/movement skills.
- Keep up to date with their knowledge and technical skills.
- Respect the needs, wishes, and boundaries of all participants, and clearly articulate when safety concerns supersede. If the student is a minor, they will discuss any such differences or incidents with the parent at pick-up or as soon as possible.
- Recognize the psychological and physical development of the individual and avoid training inconsistent with their level of readiness.
- Motivate the students through positive feedback and constructive criticism.
- Create a safe and enjoyable situation.
- Follow Wonderland Stage & Screen procedures for reporting any accident or incident (regardless of injury) together with any subsequent treatment or action.
- Show respect to parents/adult designees/guardians and do our best to provide information and answer questions(outside of class times)

DISCIPLINE POLICY FOR MINOR VIOLATIONS:

1st Offense: Verbal Warning.

2nd Offense: Meeting with student and parent regardless of age of student. The parent/guardian and student will be asked to sign a statement of understanding describing the unacceptable behavior and future actions required.

3rd offense: Student will be suspended from Wonderland for two weeks. If the behavior persists, the student may be asked to leave Wonderland permanently without refund.

THE FOLLOWING BEHAVIOR ARE GROUNDS FOR PERMANENT AND IMMEDIATE EXPULSION FROM WONDERLAND CLASSES:

- Possession of any knife, gun, or other dangerous object of no reasonable use to the student.
- Unlawful possession of a controlled substance
- Robbery or extortion
- Assault or battery
- Harassment or threat to do harm to any Wonderland student, teacher, coordinator, or parent.

CLASSROOM DISRUPTION:

Though all students at Wonderland are encouraged to be their creative selves, they must still be respectful of the teacher and other students in the learning environment. If a student is finding classroom behavior expectations too difficult to conform to on a given day, he/she may be removed to the office for the remainder of the period. A review of acceptable behavior standards may be completed with the student and parent.

If the behavior persists, the parent/guardian and student may be asked to sign a statement of understanding describing the unacceptable behavior and future actions required. The parent/guardian may be required to attend all classes with the student for the next two workshop dates.

The teacher may choose to ask the student to leave the class permanently. The teacher may request a parent conference at any time.

EMERGENCY PROCEDURES...

In the event of an injury, first aid will be administered immediately and further medical attention will be called upon if necessary. If the injured is a minor, the parent/guardian will be notified immediately. All injuries will be reported on our injury form.