

CLASS CONTRACT

The Creative Drama Studio is dedicated to providing the best possible experience for all students to develop their Creativity, Communication & Collaboration skills, and Confidence through creative drama and theatrical experiences. To help ensure positive experiences for all involved, we request that both students and parents/guardians read through this contract together and agree to the following:

CLASS STRUCTURE

I. Parents and students understand that:

- A. No refunds shall be granted for a student's absence from class.
- B. Student withdrawals occurring after the first class are not eligible for a refund.
- C. Parents/guardians are expected to drop students off no earlier than 10 minutes prior to the start of class and pick up students no later than 15 minutes after the end of class.
 - a. For each additional 15 minutes late a child is picked up, the parent/guardian will be charged \$10
- D. All students must be "potty-trained" prior to attending classes, with full independence and autonomy in all aspects of restroom use.

II. Dress Code:

Students will dress accordingly while attending class:

- A. Flat, closed-toed shoes (no sandals, flip-flops, or high-heels)
- B. Pants, shorts, or a dress/skirt with leggings
- C. Tops that fully cover the student's torso
- D. Long hair pulled away from the student's face (e.g. pony-tail, headband, etc.)
- E. No dangling jewelry

STUDENT RESPONSIBILITIES

I. Respect for others

Students will:

- A. Attend all classes, or in the case of an absence, will inform the teacher prior to the start of the missed class.
- B. Not invite guests to class without prior permission from the teacher.
- C. Never enter the class with weapons of any sort.
- D. Show respect for teachers and fellow classmates at all times.

II. Respect for the space and facilities

Students will:

- A. Keep all areas clean and neat. Everyone is responsible for their personal garbage and restoring rooms (including restrooms) to their original order.
- B. Remain inside areas designated for students.
- C. Bring only water (no other food or drink) to class.
- D. Handle only costumes, props, crafts, and other objects the teacher has granted them permission to use.
- E. Not use cell phones or any electronic devices during class. The only permitted use of cell phones is if the student is expecting an emergency call from a parent/guardian and the teacher is notified.

III. Respect for personal safety

Students will:

- A. Always be under the supervision of the teacher.
- B. Enter and exit through the front door at all times.
- C. Wait inside for their ride after class, checking out with the teacher before leaving.
- D. Never attend any class under the influence of illicit drugs or alcohol.

PARENT OR GUARDIAN RESPONSIBILITIES

Parents or guardians will:

- A. Make sure that arrangements have been made for transportation and that the students and teacher are aware of the arrangements.
- B. Make sure that student artists are picked up and dropped off in a timely manner.
- C. Meet the teacher at the front door to drop off and pick up students.
- D. Notify the teacher if there are changes in transportation arrangements.
- E. Notify the teacher prior to class in the event of a potential emergency or illness.
- F. Show respect for students, other parents, and teachers.

TEACHER RESPONSIBILITIES

Teachers will:

- A. Be responsible for providing a safe environment for all Theatre activities.
- B. Provide supervision for students at all times during class.
- C. Show respect for the students and parents.

- D. Communicate all necessary information concerning the class to parents and students.
- E. Inform a student's parent/ guardian of any information about his/ her child that the teacher becomes aware of which may be potentially dangerous, illegal, harmful (to themselves or others), or inappropriate.
- F. Greet parents at the front door to check out all students. The teacher will watch each young person leave safely.
- G. Follow the steps outlined in the contract below if a student's behavior deems it necessary.

If a student chooses to behave in any way that would not respect fellow students, parents, teachers, or the classroom, the teacher will follow this step by step procedure:

1. Non-formal verbal warning

The teacher may issue a non-formal verbal warning. This type of warning usually consists of an on the spot request to alter the current inappropriate behavior.

2. Formal verbal warning

The teacher may also issue a formal verbal warning, in which case the student's parent/ guardian will be notified at student pick-up.

3. Written warning

A written warning may be issued after a student has been given a formal verbal warning, if the student's behavior deems it necessary. This written warning will be given to the student's parent/ guardian.

4. Dismissal

If a student continues to make inappropriate behavioral choices following the written warning, the student will be dismissed from class. A verbal and written dismissal will be issued.

5. Extreme circumstances

If the student's behavior is extremely destructive or dangerous to themselves or others, there is cause for immediate dismissal. The teacher will arrange to meet immediately with the student artist and their parent/ guardian. A written statement outlining reasons for the dismissal will be provided after the meeting.

Signature of Student

Date

Signature of Parent/ Guardian

Date

Creative Drama Studio

Please list any days that you know your child will be absent from class: