



ATA PERFORMER'S HANDBOOK

Please read carefully. Sign and return the bottom portion on page 2 on the first day of classes.

Payment Policies:

Payment is due by the 1st of the month. If payment is not received by the 5th, a \$10 late fee will be added to your account.

If payments are not up to date before each show, my child will not receive their costume until all payments have been made.

If your child chooses to leave the school for any reason, tuition will not be reimbursed and is non-transferable after the 1st of the month. Registration fees & costume fees are non-refundable and non-transferable.

If your check is returned from the bank, the \$15 return fee will be added to my account.

There will be a \$5 processing fee deducted from any refunds that are given.

Payment is based on a 9-month payment schedule (Sept.-May). Extra rehearsals and breaks have been put into this price. All monthly payments are the same.

The production fee of \$30 for the January Showcase (due in November) & \$60 for the May Showcase (due in March) are not included in the monthly tuition. This fee is due on the first of that month with your normal tuition payment.

If your credit card is on file, payment will go through on the 1st of the month. If you are paying by check or cash an email bill will be sent to your email on file two weeks prior to the due date. This email is sent through our Quickbooks system. (Please check your spam for these emails)

If you require a mailed bill or receipt each month with credit card, please email erinzimmerman@academyoftheatrearts.com.

Class & Show Policies:

-The dress rehearsal days are as follows: Week of January 7th & the week of May 13th. (Specific times will be given two months prior to the date. These dates & times are mandatory.)

-Costumes will be given to your child the week before the dress rehearsal date.

-If you have a conflict with a January Showcase date please email erinzimmerman@academyoftheatrearts.com by October 1st but we cannot guarantee to accommodate all conflicts.

-All show tickets are sold through our online ticketing system, ShowClix. Tickets must be purchased online. For all ticket refunds & exchanges please call 1-888-718-4253 Option 1.

Class Attire:

Fundamentals of Musical Theatre 5&6/ 7&8- Comfortable clothing. Black slip on jazz shoes.

Acting for Live Theatre & Voice Performance-Comfortable clothing. Please no skirts or dresses.

Jazz for Musical Theatre- Slip on Black jazz shoes, shorts, leggings, or loose fitting pants. Absolutely no jeans, skirts or dresses. Please make sure hair is pulled back off the face in a ponytail or bun.

Our Performances:

Students in enrolled in our regular classes perform in TWO performances throughout the year.

January Review: This allows our students to show their families & friends the theatre/dance techniques they have learned up to this point in the year. This review is usually based on current events or a specific type of music or artist. The production fee for this review is \$30 (this covers costumes, set, etc.). Tickets for this review will be sold through our online ticketing system.

May Showcase: Our end of year production pulls out all the glitz, glamour and excitement of a true musical theatre production. Students will present the material and techniques they have learned in their classes throughout the entire year. Each class is assigned a popular musical theatre show that they will present material from. The production fee for this Showcase is \$60 (this covers costumes, set, etc.). Tickets for this showcase will be sold through our online ticketing system.

-If your child's class is cancelled due to weather or other extenuating circumstances, it is up to the individual instructor if they are going to hold a make-up class. Make-up classes are held on Thursdays & Saturdays.

-If you would like to receive text updates for cancellations please fill out the form below. **(If you filled this out last year, you DO NOT need to fill out another form)**

Other Information:

Closing Policy:

ATA closes due to weather based on current and future weather conditions. We will make a decision by 2:00pm on that specific day, at this time all families will receive an email or text update if you choose, and all information will be posted on our social media.

Parking: You may use any of the parking available in the Transitown Plaza. Before and after class, DO NOT line up cars in front of our doors as there are other businesses still open during these times.

ATA Performance Dates & Information:

*More information on show dates and times will be available 2-3 months prior to show date

September

Week of September 10th- First Week of Classes

October

Wednesday, October 31st- ATA CLOSED

November

Thursday, November 1st-\$30 Production Fee due with Tuition
Wednesday, November 21st through Sunday, November 25th-ATA CLOSED

December

Saturday, December 22nd through Tuesday, January 1st-ATA CLOSED

January

Tuesday, January 1st-ATA CLOSED
Week of January 7th--**Dress Rehearsal**
January Review
Saturday, January 12th & Sunday, January 13th

February

Monday, February 18th through Saturday, February 23rd-ATA CLOSED

March

Friday, March 1st-\$60 Production Fee due with Tuition

April

Thursday, April 19th-Sunday, April 28th-ATA CLOSED

May

Week of May 13th-**Dress Rehearsal**

Best of Broadway

May Showcase

Saturday, May 18th & Sunday, May 19th

Week of May 20th-Final Week of Classes

Important Contact Information:

ATA Phone Number: 716-810-0551

ATA Email Address: info@academyoftheatrearts.com

Erin Email Address: erinzimmerman@academyoftheatrearts.com

Lauren Email Address: laurenbaker@academyoftheatrearts.com

-Website has current calendars and ticket information
www.academyoftheatrearts.com

- **Please refer to the ATA Calendar for specific ATA closing and other information. This calendar is available on our website.**

By signing this agreement, I will adhere to the policies and guidelines listed above.

Print your name here _____

Parent Signature _____ Date _____

I would like to be alerted via text message of ATA Closings due to weather.

(You do not need to fill this part out if you were a student last year)

Cell Phone Number: _____ Cell Phone Provider: _____
