

ATA STUDENT/PARENT COMPANY HANDBOOK



ATA
Performing Arts Center
ACADEMY OF THEATRE ARTS



www.academyoftheatrearts.com



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BILLING 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. Two months of past due payments will result in a hold on your account.

A reminder will be posted via your TUIO account 15 days prior to the due date. However, you can view all past payments & future invoices for the year on your TUIO account.

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 your account.

Payment is based on a 9-month payment schedule (Sept.- May). Extra rehearsals and breaks have been put into this breakdown. (Tickets & production fees are not factored into this price and are charged separately.)

If your credit card is on file, payment will go through on the 1st of the month.

Payment methods can be updated/changed at anytime via your TUIO account.

The production fee of \$30 regular classes / \$60 company students for the November Showcase (due in October) & \$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.

Receipts can be accessed & printed via your TUIO account.



COMPANY SHOW POLICIES

- **DRESS REHEARSAL & SHOWTIMES:**

- These are available on the calendar page on our website.
- Individual assignments will be emailed with cast list.

- **CASTING:**

- Casting is an enormous puzzle, and on any given day, the variables can be such that you may be the most talented person in the room and not be the right "fit" for the character. It's the directors job to create a unified vision and consider the total picture, and not the individual pieces.
- Parents- no matter how you may feel about the casting decision, we believe it is important for young adults long term development that you help them understand that in an industry (and world, for that matter) in which they will receive more no than yes, that they learn to manage disappointment, bloom where they are planted, and be able to support the success of others and value the team's success over their own. By modeling disrespect for the leader, you will only cripple their resilience long term.
- We respect your right to disagree with our casting decisions however, all casting decisions ARE FINAL.

- **TICKETS:**

- All tickets are sold via our LUDUS online ticketing system.
- Prices vary depending on show type.

- **PRODUCTION FEE:**

- Covers costumes, set, props, rights, etc.

CLASS ATTIRE

- **AEE, APG & AK**
 - Comfortable clothing. Black slip on jazz shoes.
- **Theatre Classes (Intermediate & Fundamentals)**
 - Comfortable clothing. Please no skirts or dresses.

All students taking dance of any kind need **BLACK SLIP ON CAPEZIO JAZZ SHOES**. These can be purchased from **BAILEY's SLIPPER SHOP** on Main Street or from www.discountdance.com

CLOSING POLICY

ATA closes due to weather based on current and future weather conditions.

- We do not follow any specific school district. A decision will be made by 2:00pm on that specific day. All families will receive an email and all information will be posted on our social media.
- In the event of a state or nationwide closure, ATA will immediately switch to our virtual format & classes will continue as scheduled.
- 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.



BUILDING POLICIES



- **PARKING**

- You may use any of the parking available in the Transitown Plaza. DO NOT line up cars in front of our doors BEFORE or AFTER class as there are other businesses still open during these times.

- **BUILDING ACCESS**

- No visitors are allowed in the building at any time while students are in the building. Please call our front office number for help.

- **FRONT LOBBY**

- Until Construction Is completed, we ask that parents/guardians wait In the front until classes are over to pick up their child.

- **CELL PHONES**

- We encourage students to leave their cell phones In their cubbies during Instruction time.
- If you need to reach your child, please call us at 810-0551.

- **SIGN IN**

- Students will need to sign in on then iPad prior to the start of class.





IMPORTANT CONTACT

Name	Email	Phone Number	Position
Main Office	info@academyoftheatrearts.com	716-810-0551	
Lauren Baker	laurenbaker@academyoftheatrearts.com	716-810-0551	Executive Director
Luke Baker	lukebaker@academyoftheatrearts.com	716-810-0551	Tuition Contact/Technical Director
TUIO Support	support@tuiopay.com	1-888-540-0160	*Online chat is available

HOURS OF OPERATION:

MONDAYS 3:00-8:30pm

TUESDAYS 3:00-8:30pm

WEDNESDAYS 3:00-7:00pm

SATURDAYS 9:00-11:30am

IMPORTANT WEBSITES:

TICKETS:

atatheatre.ludus.com

STUDENT RESOURCES:

<https://academyoftheatrearts.com/ata-resources-new/>