

ATA STUDENT/PARENT 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. All withdrawal requests must be sent via email prior to the first of the month.

If your check or ACH payment 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.)

Payment will be processed on the 1st of the month via the payment method linked to your student's enrollment in TUIO

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

The production fee of \$60 per student 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.





SHOW POLICIES

- **DRESS REHEARSAL & SHOWTIMES:**

- These dates are available on the calendar page on our website and will be emailed in the welcome back Information.
- Dress Rehearsals are not open to the public (no exceptions)
- All dress rehearsals & performances are MANDATORY.
- Any scheduling conflicts must be emailed. Please do not tell the Instructor In person.
- All dress rehearsals & performances will be held at Canterbury Woods Performing Arts Center for the 2026/2027 season.

- **CASTING:**

- 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. No skirts, jeans or dresses. Hair should be pulled back.
- **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.



BUILDING POLICIES



- **PARKING**

- You may use any of the parking available in the 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**

- 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.





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 9:00-12:00pm

IMPORTANT WEBSITES:

TICKETS:

atatheatre.ludus.com

STUDENT RESOURCES:

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

