



The foundation of the instructional approach of our Academy is

ARTMOSPHERE - All

classes and performances will take place in an environment which encourages students to ACT big, DANCE big, and SING big, allowing students the opportunity to take artistic risks and reap the rewards of learning and performing in a positive and emotionally safe environment

Organization

The Academy is governed by the Chancellor who serves the Board of Directors as the Executive Director of the Eichelberger Performing Arts Center. The Chancellor's role in the Academy is oversight of the human resources, operations, scheduling, and direction of the program. Classroom instruction is offered by instructors with a schedule of weekly class offerings divided into a fall and spring semester. A five-day program is offered several weeks each summer and is referred to as Camp.

Participation

Classes are organized by audition, age and skill level and are offered to the general public. The classes range from offerings that teach basic and advanced theatre, voice, and dance, to offerings that prepare the participant to perform in productions at the Eichelberger. While students audition to be admitted to a class or audition for a part in a production, the director and instructors make final choices regarding class placement or parts in a production.

Enrollment

Registration

Parents register their children for class by completing a registration form on-line. To register, go to the web site: www.TheEich.org. Choose the "Academy" button and follow the directions to view the class selections or to register for the first time. Returning families should use their own personal academy account. The registration form is organized by family so that each student in a family that would like to be part of the program may sign up. Classroom size is limited. Should a class reach its capacity, the instructor will make a decision about allowing additional students into the class or may choose to add an additional class to the schedule. Each class must also meet a minimum number of students. A class can be cancelled if the number of students in the class falls below the minimum.

The administration of the Academy takes place entirely on-line. Notices about class changes due to illness or weather are sent to the email addresses located in each family account. It is imperative that each family check their email account frequently on class and rehearsal days for notices. It is also imperative that each family on-line account is checked for accuracy. This includes physical address, student information, email address, and payment information. If a family is without computer resources, they can register or make changes to their account by calling the administrative office (717-632-9356) and speaking to the Office Administrative Assistant. However, a family in this situation should be prepared to give an email address of another family member or friend of the family to receive notices. Since some decisions are made quickly, we cannot use the phone to make contact with individual families.

Tuition

Payment for services at the Academy is covered by tuition payments to cover the costs of services rendered. Tuition pays for the director and instructor time and the materials needed to offer a class.

The Eichelberger Performing Arts Center is a non-profit organization. Our mission demands that we offer services to the community at a price that will allow as many individuals as possible to benefit from the services that we render. Our tuition rates are set to cover our costs and allow as many students as possible to benefit from our programs.

Rates

Tuition is charged based on the age level of the student. While there may be some exceptions, which will be discussed with the parents of that particular student, the cost for the semester:

Age 4-6: **\$70.00** Age 7-9: **\$140.00** Age 10-up: **\$210.00**

The tuition price is for each student. The student may take all classes that are required (based on accepting a role in a particular show) or suggested (to enhance skills) or preferred (if class space is available) at this one tuition price. The preferred payment method is by credit card. The credit card number is kept in each family account on a secured server. All policies of the Academy are outlined in the family account at the web site.

Payment Due Dates

Families that pay by credit card will be charged \$70.00 for each student registered on February 15 for all families, \$70.00 on March 15 for families that owe \$140.00 or \$210.00, and \$70.00 on April 12 for families that owe \$210.00. Those that pay by check must make their payments by the same dates as those paying by credit card. When paying by check, the check may be mailed to the Eichelberger Performing Arts Center, or dropped off at the Box Office in the Administrative Office located on the second floor of the building, Suite 203, or placed in the payment box located in Studio 114. The box is located on the column directly in front of the door to the studio.

Class Drop and Payment Refunds

If circumstances change, and a class is no longer a viable option for an individual or for the Eichelberger, the instructor will inform the class or the parent informs the Chancellor. If the Eichelberger cancels the class, a prorated tuition amount will be calculated. When an individual drops a class, the Chancellor will discuss the circumstances for the dropped class and calculate the final tuition amount.

Larger Donation Payments

The Eichelberger is a non-profit organization. We welcome all donations to the organization. If you, an extended family member, an acquaintance, or employer would like to make a donation to the Eichelberger, the Chancellor will make a decision about the application of the donation to your Academy donation.

Communication

All communication about your account is handled by email. It is important to provide an email address that will go directly to the individual that will be responsible for making family decisions when information is received.

Participation

Performance Opportunities

There are opportunities each semester for individuals to audition for parts in the Eichelberger production scheduled for that semester. Academy classes are offered to help build the skills that are necessary to audition well and be offered parts in productions both within and outside the Eichelberger. Other Academy classes, while specifically preparing students for the Academy Production schedule that semester, will also help prepare students in general skill building. (Classes for the Academy production or non-production classes are outlined in the Academy schedule of classes each semester) Not every student that takes a non-production class may wish to perform in the Academy production. Therefore, at the discretion of the Chancellor, students between the ages of 4-18 may be given the opportunity to perform in the discipline of their class. Voice students may have a voice recital, dance students may have a dance concert, and acting students may perform in one-act plays. Participation in these programs may require extra rehearsals and time outside of the classroom. Students are not required to be part of these programs.

Casting & Programming

The Academy at Eichelberger is the official theatre training wing of the Eichelberger Performing Arts Center. It provides the training necessary for individuals to audition for parts in productions both at the Eichelberger, the Academy, or other venues. Casting is always subject to change. In the Academy, the director and instructors make artistic decisions in regards to productions at the Eichelberger and Academy. There are many aspects to be considered when casting a production such as: height, age, experience, training, and schedule conflicts. The director and instructors will use their skill to cast the best possible candidates for the parts available. If the parent of a student wishes to discuss placement in classes and/or assess progress in the Academy program, a conference may be scheduled by appointment through the Chancellor's office. The appropriate director and instructor will be involved in the conference if requested.

Classroom and Productions

Classroom

- No food, drinks, or gum chewing allowed in either studio at any time other than bottled water.
- Smoking is not allowed inside the building.
- A vending room is available for food and drink on 1st floor. Please keep the room and hallway clean.
- Cell phones may be brought into the classroom, but they should be placed in silent mode. If a conversation must take place, it should occur outside the classroom in the hallway.

Personal Appearance and Dress Code for Dance Classes

Individuals that come to a class, a rehearsal, or a performance not following the dress code will be allowed to participate that day at the discretion of the instructor. Restrooms are located on both sides of the first floor by the sliding glass doors. This gives students a place to change clothes if needed.

The dress code:

For all students:

- Hair should always be pulled back from the face at all times so as not to interfere with vision or movement. Any style is acceptable so long as students with longer hair place it in a bun or ponytail with bangs pulled back.
- Jewelry should not be worn during class.

In general, for women and girls:

- solid Black Leotard (any style), Black Tights, solid Black Jazz Pants/Sweats (ankle length), and solid Black Jazz Shoes (any style) are acceptable for all Classes. The tights should be worn under the leotard and the pants are to be worn on top. No shirts.
- Girls Ages 4-9 use the same dress code. They should wear solid Black Jazz Shoes.
- Slippers, bare feet, and house shoes are not acceptable. Students must wear an actual dance shoe as listed above.

Final decisions about Dress Code are the responsibility of the instructor of the class.

In general, for men and boys:

- Solid White T-shirt, solid Black Jazz Pants/Sweats, and solid Black Jazz Shoes (any style) are acceptable for all classes. Eichelberger or Academy T-shirts may also be worn.
- Boys Ages 4-9 use the same dress code, but may wear less expensive solid Black Ballet Shoes (elastic strap over the instep) if they wish. Please trim the elastic strings once adjusted to size.
- Slippers, bare feet, and house shoes are not acceptable. Students must wear an actual dance shoe as listed above.

Final decisions about Dress Code are the responsibility of the instructor of the class.

Photography, Video, and Audio Recording

The rules for photography, video, and audio recordings vary with each production at the Eichelberger. In general, photography, video, and audio recordings are not allowed in the theatre. We do take photos at our dress rehearsals and backstage. These will be made available in a way that conforms to our contractual agreement for each production. The director will explain the procedure for a particular production to each parent and student. Please be aware that the rule on photography, video and audio recordings are part of Federal Copyright laws and will be strictly enforced. The breaking of these rules may result in removal from the Academy.

Special Benefits

Individuals involved in the Academy enjoy these added benefits:

- Receive free admission to be in the company of a guest artist whenever a class or encounter is scheduled in conjunction with an appearance.
- Receive free admission to the Awards ceremony held at the end of each semester of classes.

Parent Procedures

Drop Off & Pick Up

Parents are asked to be on time with drop off and pick up, as it is important to your child's learning process to begin each class on time and stay on schedule. All Academy classes are held in the Eichelberger Studios on the 1st floor. The Studio doors will always be open during classes. Parents that wish to drop off students for class and come back are asked to please park their vehicles and bring their children inside the building first. Then when picking up the student, please do the same. See the section on "Safety" below for additional procedures.

Observing a Class

In the creative atmosphere, some students tend to flourish when mom and dad are not always in the studio. Freedom helps their creative energy. The director and instructors make the decision about parents in the classroom. If parents are permitted to stay and observe the class, they may do so as long as they understand that the director or instructor assigned to that class are teaching many students and should not be interrupted in the classroom. We ask that cell phones be placed in silent mode and any conversation necessitated by a call would take place in the hallway outside the studio. There are chairs in the back of the studio nearest the door. We ask that, if you bring other children along that are not part of the class, and they become disruptive, that you move to the hallway outside the studio. If noise or conversation becomes distracting to the director or instructor or the students, the class will then be closed and all observers will be asked to move to the hallway. Classes are taught by the director or instructors to improve and polish the talent each student possesses. Parents should not interfere with the learning process by "coaching from the sidelines", directing, or talking to their child during class. Please let the instructor teach and direct the students.

Discipline

For the safety of all of our students, misconduct and disrespect will not be tolerated. The director and instructors will set their own guidelines for their classroom. We want everyone to have a safe, educational, creative, and fun experience while learning in the classroom setting. However, when discipline issues do arise, the following discipline procedures will be followed:

- Verbal warning to student and parent notification.
- Meeting with the Chancellor, Director, Parent and Student.
- Removal from the Program.

Not all discipline issues are negative. Often, a student's personal discipline helps to promote great classroom creativity and helps others to achieve their personal best. We believe that promoting self-esteem and teamwork are tools to a healthy creative learning process.

Parent Week

Parent Week is scheduled each semester. This is a time when parents are invited to come into the studio to observe their student's learning progress with an informal demonstration. We encourage parents to bring their cameras and video recorders. Due to restrictions imposed by contracts for the various productions, there are very few, if any, opportunities to use cameras or any recorder while your student is involved in a production.

Safety Policy

The Academy at Eichelberger is located in a public building. We cannot control who enters the building. Therefore, the following system is in place:

As noted above in the section "Drop Off & Pick Up," parents are asked to drop their child off at the hallway next to the studios where a hall monitor will check them in. They will be watched until their class begins, they will enter the studio, and when class is over, they will be checked out by the hall monitor. Certainly parents can choose to stay in the hallway with their child and parents may also choose to wait in the hallway while their child is in class. Students should not be wandering the hallways or other floors in the building. Please take a moment to discuss with your child appropriate safety measures and precautions. Please be aware this facility is a public building and any precautions you would take in any other public building should be used as a guideline.

****Hall monitors are part of the volunteer program****

During shows, students will be dropped off at the location determined by the director and signed in. At the end of the show, the student will return to the appropriate dressing room, remove their costume, and will be escorted to the exit area where a volunteer will sign them out to the responsible party.

Identification of Staff

All Eichelberger staff members have ID badges. Any Eichelberger staff in the building from 3:30 pm and later will be asked to wear their Eichelberger ID badges when the Academy is in session, in rehearsal or during a show. This will allow students to easily identify adults who belong to the program.

Background Checks

All Eichelberger staff is required to pass the FBI check, and the 2 state checks, criminal and child abuse. Volunteers will be asked to submit to background checks if they perform the following functions: dressing room hostesses, some costume jobs, and any other volunteer functions as determined by the Chancellor. The costs associated with these background checks will be paid for by the Eichelberger if the results allow the volunteer to participate in the program. Since the Eichelberger Performing Arts Center is a non-profit organization, a volunteer may choose to reimburse the Eichelberger for the background check expense(s).

Parent Questions and Concerns

A parent with a question or concern about the Academy and/or their student should not hesitate to contact the Chancellor by phone or email. The conference will be planned to meet the schedules of all involved.