ALGONQUIN
ARTS THEATRE

Algonquin Arts Theatre
Attn: **Education Department**
60 Abe Voorhees Drive
Manasquan, NJ 08736

Director of Education
CHRIS STRANGFELD
Main: 732.528.9211
Direct Line: 732.528.9224
chris@algonquinarts.org

Dear Parent or Guardian,

Thank you for enrolling in a FALL 2026 **Performing Arts Academy** class. We can't wait to get started!

It is important that you review the policies and procedures below. The last two pages of this document is a **waiver and emergency contact form** that must be signed and returned on the first day of class.

Students are required to be checked in and out at the entrance of our theatre lobby with our staff before and after each class.

If your child cannot attend a class for any reason, please email chris@algonquinarts.org or call 732-528-9224 to let us know not to wait for you. (For security & safety, we lock our entry doors during class).

You can also call and reach our Patron Services Manager between 10:00 a.m. to 4:00 p.m. by phone at 732-528-9211.

Please note, due to the fact that our programming is ongoing, policies and procedures are subject to change at any time. If you have any questions or feedback, please contact us.

PERFORMING
ARTS
ACADEMY

GENERAL POLICY & PROCEDURE

ARRIVAL & DISMISSAL

All students will enter and exit via the theatre's Outer Lobby (glass enclosure). Please do not arrive more than 5 minutes before the scheduled class time. When dropping off, please be mindful of social-distancing best practices. No parent or guardian will be allowed to sit-in on a class or rehearsal that is in session.

DISMISSAL

Our instructors will make their best efforts to dismiss the class promptly at the end of the allotted time. When picking up, please keep us informed of pick-up arrangements. If you arrange for anyone other than yourself as the legal parent or guardian to pick up your child, we must have a note or email with instructions stating your permission. If your child is riding a bike or walking on their own to and from class, please provide a note with parent/ guardian signature.

Any parent more than 15 minutes late will be subject to an additional fee.

EARLY DISMISSAL

If you are picking your child up early for any reason, please send a note to the instructor with your child. We will have the child ready to meet you at the lobby doors at the arranged time.

LATE ARRIVAL

If you are planning to be late, notify the instructor via email (or call/ leave a message) before the start of class.

MISSED CLASSES

If you have a planned absence, please send an email to the teacher or our Director of Education at chris@algonquinarts.org. There is no refund for missed classes, though we will consider credit in unforeseen circumstances of multiple weeks of absence.

BREAK TIME

There is no snack break for our classes, unless required for medical reasons. All students should bring a water bottle labeled with their name. Please no sugary drinks (juice, isotonic, etc.) unless required for medical reasons. Water & restroom breaks will be on an as-needed basis.

FINAL CLASS PRESENTATIONS

Each class will have a final class presentation scheduled on the last day of class, unless otherwise noted. All attendees must follow the theatre's policies. Each student may invite guests to attend; seating is general admission (no additional charge). The final presentation may shift to a video if the state or local government sets gathering limits.

CLOTHING RECOMMENDATIONS

Due to the nature of the exercises and activities, proper clothing and shoe attire is mandatory. Please make sure that your child is prepared for class in clothes that will allow them to move around freely. Students should wear clothes that will allow them to be comfortable in full range of motion. For safety and comfort, we recommended NOT wearing skirts or dresses (unless shorts or leggings are worn underneath) or loose jewelry. Closed-toe sneakers, stage shoes or dance shoes must be worn. In snowy/ rainy weather, please bring a change of shoes. **Students will not be able to participate in flip-flops, crocs, sandals, winter boots or Uggs.**

CELL PHONES & USE OF TECHNOLOGY

Cell phones, tablets, laptops, i-pods and/or any other electrical devices are not permitted for use in the classroom. If you send your child to class with a cell phone, please be sure to have them turn it off or silenced until class dismissal. Use of cell phones or any electrical devices in the classroom will result in confiscation until the end of day. Algonquin Arts Theatre is not responsible for the claim of lost or stolen items. Leave it at home! Students don't need anything but themselves to participate in our classes.

LOST & FOUND

AAT is not responsible for replacing lost or misplaced items, so we recommend you bring only essential items to class or rehearsal. Please leave all valuables at home. Items left at AAT will be kept in lost and found but will be disposed of after 30-days without claim. To find or report a lost item, please contact the Box Office during business hours at 732.528.9211.

CANCELATION OR CHANGE IN SCHEDULE

Announcements regarding a change in the schedule will be made via email. This is the fastest way to get the message out. We will additionally reach you using the contact information you have provided at the start of the class. In a case of poor weather, please make your best judgment regarding these circumstances. Often when it is snowing a few miles from the coast, it is raining here at the Algonquin. We will do our best to reschedule, or add on time to upcoming classes to make-up for the loss of classroom time.

MISS OR DROPPED CLASS

There are no refunds for having missed class. No refunds after the first day of class. AAT understands that not every class is suited for every student. Call us. We want this to be a good experience for your child. There may be an option to switch to another class. In a non-preventable situation, we are willing to offer a credit or full refund on a class, as long as you keep in communication with AAT regarding your attendance situation.

ACTS OF GOD

No one person will be liable for failure to appear, present, teach or perform in the event that such failure is caused by the physical disability of the personnel, or acts or regulations of public authorities, labor difficulties, civil tumult, strike, epidemic, tornado, earthquake, interruption or delay of transportation service or any other cause beyond the control of any party. In such a case, we will best efforts to reschedule.

PHOTO & VIDEO RELEASE

Algonquin Arts Theatre, its agents and licensees, shall have unrestricted right and license to use any and all video footage, photography and audio recordings taken of Algonquin Arts Theatre participants (i.e. patrons, students and staff). In addition to sharing the final class presentations, photos and video footage may be used by the Algonquin Arts Theatre for promotional purposes including but not limited to brochures, news releases, digital marketing, website and social media.

PERSONAL RESPONSIBILITY STATEMENT

Algonquin Arts Theatre prides itself on offering a diverse selection of arts education programs. Be advised that certain classes may not appeal to or be appropriate for every person or for all ages. Patrons are encouraged to familiarize themselves with the programs we offer in order to make informed decisions prior to purchasing tuitions.

HEALTH POLICIES & PROCEDURES

With public guidance continuing to change, these policies are subject to change at any time. Algonquin Arts is basing these policies on recommendations from the CDC and NJ Department of Health, as well as other arts education organizations. If policy changes are mandated by government officials, we will be following those mandates.

MASKS / FACE COVERINGS

Students have the option of wearing a face covering. *This policy is subject to change at any time.*

SELF-MEDICAL CHECK

Before class, we request that parents screen their student(s) for temperature and any symptoms of illness. Any student with any illness symptom (related to COVID-19 or not) should stay home. If staff members detect any symptoms, a student will immediately be isolated away from the class and we will call the parents/emergency contact.

QUARANTINE

We will follow the most recent guidance from the CDC as detailed on their website. As a general rule, do not send children to class who are running a fever or feeling unwell to participate in close contact activity.

CLASS FORMAT

Classes are subject to shift to an online format if a lockdown is imposed by government officials.

RECEIPT OF THE ABOVE POLICIES & PROCEDURES

_____ **(Initial)** I confirm receipt of Algonquin Arts Theatre's Policies & Procedures Document for classes, and that I have read and reviewed these policies and will, where applicable, instruct my child(ren) to follow the policies to the best of their ability. I recognize that failure to follow these policies and procedures could result in enrollment being canceled or a student being removed from the program.

I represent that I have full authority to sign on behalf of my family and that my signature binds each other person having authority to make decisions on behalf of my family.

Student(s) Name: _____

Parent/ Guardian Name: _____

Signature:_____ Date:_____

EMERGENCY CONTACT FORM

STUDENT'S NAME:_____ BIRTHDATE:_____

PLEASE FILL OUT AND SIGN A NEW EMERGENCY FORM EACH SEMESTER

MY NAME: _____ I AM THE STUDENT'S

PLEASE PRINT FULL NAME

- ☐ PARENT
- ☐ LEGAL GUARDIAN
- ☐ OTHER_____

CONTACT ME HERE

MOBILE:.....
OTHER:.....
EMAIL:.....

IF YOU CAN'T REACH ME. CONTACT

NAME:.....
RELATIONSHIP:.....
MOBILE:.....
OTHER:.....
EMAIL:.....

ALLERGIES:.....

POTENTIALLY LIFE - THREATENING ☐

NOTES (i.e. MEDICAL CONDITIONS, LEARNING CONDITION, PICK-UP /DROP-OFF PROCEDURE, etc.)

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By signing this form, I authorize Algonquin Arts Theatre staff to call 911 on behalf of the student in an emergency.

SIGNATURE: _____ DATE: _____

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