

# The Acting Space

## Operating Policy

Our professionally trained staff is here to help, and we welcome the opportunity to work with families to enhance the theater experience for their children. In order to help us to maintain a fun, safe and creative atmosphere for all students, the following Policies and Procedures are in place for all participants. Our Instructors have Masters degrees and years of experience running theater programs. We strive to create a fun, exciting, rewarding educational experience building student's self-esteem in all of our programs which are designed around the principles of engagement, imagination, and creativity. Please help us provide our students with a wonderful experience.

### Student Code of Conduct

We are committed to providing a safe and welcoming environment for all students, patrons, and staff. To ensure safety and comfort for all, we expect students to act in a responsible way that respects the rights and dignity of others.

- We do not permit undesirable behavior of any nature including angry or inappropriate language, inappropriate or confrontational physical contact, bullying, or misconduct of any nature intended to frighten, harm, embarrass, intimidate, or hurt the feeling of another student.
- The Acting Space **does not** discipline Students. We follow a positive reinforcement policy to deal with undesirable disruptive behavior. All students will be expected to respect the other students and teachers. Our Instructors have years of experience running theater programs, and know how to effectively use positive reinforcement to control an environment, prevent undesirable behavior, and resolve conflict using positive reinforcement. Our curriculums are highly structured with activity which leave little time for personal conflict between children.
- A student who is disruptive to the program and/or other children, as a last resort, may be asked to sit out for a short-time from the activity so that s/he may regroup and gain self-control for a few minutes (Not to exceed 5 minutes) then rejoin the activity. If a student's undesirable behavior is not manageable through positive reinforcement a Teacher will consult with the parents. Together we may determine that our program is not an appropriate fit for the child. If that should occur, The Acting Space will issue a full refund.

### Employee Code of Conduct

We have implemented a set of internal policies that governs the ways that our staff interacts with our students and conducts our programs. The highlights of our policies are summarized below:

- Teachers must always use appropriate guidance taking into consideration the student's age, ability, experience, culture, safety, emotional and developmental learning objectives
- Staff are **not permitted** to discipline children and must follow our Positive Reinforcement Policy at all times
- No staff member is permitted to carry, hold, or restrain any child
- Staff members are not permitted to help students during bathroom breaks. All children in our programs must be capable of independent bathroom use

## Safety

Safety is the highest priority at The Acting Space.

**Profession Staff:** All classes will be taught by instructors with a Master Degrees. Although the majority of our staff has Master degrees, we may use teacher assistants to maintain a low Student/Teacher supervision ratio.

**Check in/check out:** All Students must be signed in and signed out by an authorized person as indicated on the Registration Form's pre-approved list. Students are not permitted to check in or to leave unless accompanied by the Authorized Person. Teachers may ask to see I.D. if they don't know someone. Check in/check out occurs at The Barrow Mansion or the Boys & Girls Club for members of the Boys & Girls Club.

**Closed Campus:** Unauthorized visitors are not permitted in classroom or theater areas. All visitors must have permission to enter the classrooms and are required to check in & out of the classrooms.

**Emergency Procedures:** In the event of a Hurricane, Storm, Fire etc. Teachers will follow our written procedures to assure the safety of all students:

- The Barrow Mansion is equipped with fire sprinklers in the public areas, power backup system, security cameras, fire extinguishers etc....
- Teachers are trained on emergency evacuation procedures. Practice fire drills are conducted for both front & rear egress locations. Teachers review safety procedures with the children as part of the course curriculum.

## Open Communication

We encourage open communication with our students and their families to ensure we meet your performing arts objectives. Please feel free to call us any time with any desired learning objectives, questions or concerns.

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