



Hello, Theatre School parents!

We are so excited to start a new year of Theatre School at the Permian Playhouse. It is going to be a great adventure. I do have very important information I would like to give you before classes start. This information will be very valuable and important to the success of our program, so please read this information carefully with your students.

### **Pick up and Drop off**

All theatre school classes will be held at the Connection Center (4241 N Tanglewood, Ste. 301) 5:15-6:15pm on the class day, Mondays for Encore Players, Wednesdays for Broadway Beginners, and Thursdays for Rising Stars. You may begin dropping off your students at 5:00pm. We ask that you use the drive through on the north side of the building (Penbrook Street side). To maintain COVID safety restrictions, we ask that you not walk your child into the building. Your child should remain in your car until you reach the glass doors. A staff member will check your child's temperature before the child can exit the vehicle. If the temperature is in the normal range (below 99 degrees F), the staff member will check your child in and walk him or her to the door. For pick-up, please follow the same procedure and line up at the drive through. We will bring your camper to you.

Due to COVID restrictions, we are requiring all students to have their temperature taken before they enter the building and mixing with the rest of the class. If a student's temperature is higher than 99 degrees, we ask that you take your child home and monitor his or her temperature for the rest of the evening. If a student has a normal temperature check, a staff member will distribute hand sanitizer, insure the child has put on his or her personal mask from home and enter the building to start the class.

### **Dress Code**

Students **MUST** wear **CLOSED TOED** shoes since this is a staple rule of theatre and the students will be performing on the Playhouse stage at the end of the semester. We recommend dressing your student in layers or sending a jacket or sweater. We also

recommend that students wear comfortable clothing that allows a range of movement. (Please label all belongings with your camper's name.)

### **Personal Belongings**

Since we only have one hour each week to work with the children, we ask that students not bring toys or electronics to class. If you would like your child to have phone to call you after class, then the phone will be kept in the office until the end of class. We also ask that you do not send food with your child. COVID restrictions prevent us from serving food during class time. While we understand that students are often coming from school or other activities, we ask that you please allow your child to finish his or her snack before coming into the building. We do, however, encourage sending a full water bottle with the child's name clearly labeled. We will not be allowed to use the facilities to fill up water bottles but do want the children to stay hydrated especially during classes in which we will be active.

### **Covid Safety Guidelines**

- All staff members and campers will have their temperatures checked prior to entering the building and may not attend class that day if their temperatures are above 99 degrees F.
- Staff members and students must wear face masks and sanitize hands prior to each class, at the end of each class, and as needed during class. Mask rules will be in accordance with CDC guidelines.
- We will have a limited number of paper masks available; therefore, we ask that parents make every effort to have their students wear their personal masks into the building.
- Class sizes have been capped at 10, with one instructor and one assistant. We will also have additional staff helping with drop off and pick up as well as working in the office.
- Students will practice safe distancing. Classes will space children 6 feet apart in the Fellowship Hall.
- Students will be encouraged to practice safe hand sanitizing throughout the class. Staff will conduct hand sanitizing, particularly of younger students.
- Visitors will not be allowed to enter the Playhouse classes unless authorized by the PPH Board, or the Theatre School Coordinator. These individuals will be required to wear masks and sanitize their hands prior to entering any classroom or office space.
- All teaching areas and bathrooms will be thoroughly cleaned and sanitized after each class. We do share the facilities with other organizations and the Connection Center has a strict cleaning policy. Theatre School staff will sanitize the teaching

areas before and after classes as an extra precaution. Doors, handles and doorknobs will be cleaned after each class throughout the day.

- Any student who begins to run a fever of 99 degrees F or more will be isolated from the other students and must be picked up immediately. The isolation room will be sanitized daily.

Although the coronavirus is spread mainly through the air via respiratory droplets (from sneezes or coughing), it also may be possible for the virus to be transmitted on surfaces contaminated by respiratory droplets. The Theatre School's cleaning regimen includes the use of antimicrobial and antiviral cleaners.

We will continue to monitor the situation and we will comply with directives from state and local governments. If wide-spread closures are recommended again, and we need to cancel classes, we will. Hopefully we do not have to do so.

### **Discipline/Safety**

To ensure the safety of all students and staff, students are expected to follow Theatre School safety rules.

- There is absolutely NO physical violence allowed (hitting, Punching, kicking, etc.)
- Bullying of any kind will not be tolerated. We are a team and work together as a team. There is no room for rude words or bad attitudes.
- We ask that students please make sure to follow all directions from teachers and not to wonder off in areas of the building unaccompanied by a staff member.
- Please do not touch or play with anything of the Playhouse and/or Connection Center, without permission from a staff member.
- Please do not touch or play with anything belonging to another student.

If a student violates Theatre School safety rules, he or she will be dismissed from the program, and you will not receive a refund.

### **Showcase**

We will have a virtual showcase during the week of March 1. Classes will meet at the Permian Playhouse on their class days during Weeks 7 and 8 of the semester to practice for and perform in the showcase. Students should be ready for their performances, which means they should have their parts memorized and no longer use the script while rehearsing by the week of February 22 for rehearsal. To help your students, you can have them read their lines to you at home or to a sibling. They can even practice in front of a mirror. Study, study, study, makes the mind memorize faster.

Students will need arrive at the Playhouse in full hair and makeup for the showcase. We will explain hair and makeup in the weeks leading up to the showcase. Under no circumstances will students be allowed to share makeup or hairstyling tools unless they are

in the same immediate family. Makeup will be minimal: eyeliner, blush, and mascara for boys, and eyeliner, blush, a red tint of lipstick and mascara for girls.

Again because of COVID restrictions, we cannot open the showcase to the public which is why we will post videos on the Permian Playhouse Facebook page. If COVID restrictions are relaxed by the time of the showcase, we may consider allowing parents to attend. We will make this announcement closer to the showcase.

### **Commitment to the Showcase**

By the fourth week of classes, we will begin working on the showcase. If a student drops out at the last minute we must scramble to readjust the casting. Please encourage your child to follow through since we will be providing speaking parts for each student for the showcase. We will work with each child's comfort level to instill confidence and security in performing on stage.

### **Registration Packet**

Attached is the registration packet. Please complete this packet and turn it in at the time of registration.

### **Contact information**

If you have any questions about Theatre School, please feel free to contact us:

Nichole Vanderford

Carol Harwell

PPH Board President

PPH Theatre School Coordinator

[vanderford\\_n@utpb.edu](mailto:vanderford_n@utpb.edu)

[catharwell@att.net](mailto:catharwell@att.net)

We look forward to working with your children this semester!

## Theatre School Registration Packet

Welcome to Theatre School! We would like to get to know your child before classes, so please fill out this form for each child attending classes. While a majority of the information requested is needed for the program and will help us to get to know your student, the demographic information gathered in this form is used for grant writing purposes to seek funding for our community programs.

If you have any questions about this information packet, please contact the Permian Playhouse Board President, Dr. Nichole Vanderford, at [pphodessa@gmail.com](mailto:pphodessa@gmail.com).

Student's name \_\_\_\_\_ Date of birth \_\_\_\_\_

2020-2021 Grade \_\_\_\_\_

Student's home address: \_\_\_\_\_

Parent/Guardian's name 1: \_\_\_\_\_

Parent/Guardian's phone number 1: \_\_\_\_\_

Parent/Guardian's email: \_\_\_\_\_

Parent/Guardian's name 2: \_\_\_\_\_

Parent/Guardian's phone number 1: \_\_\_\_\_

Parent/Guardian's name 2: \_\_\_\_\_

Emergency contact (other than parent or guardian): \_\_\_\_\_

Theatre School Class: (circle/highlight one)

Broadway Beginners (K/1 grade)

Rising Stars (2/3 grade)

Encore Players (4/5 grade)

Please indicate who is authorized to pick up your child from class. Please include the person's name as it appears on his/her driver's license and a phone number for that individual.

\_\_\_\_\_  
\_\_\_\_\_

Does the camper have a medical condition or allergy we should know about? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

Permission for Medical Treatment: I declare my child listed in this form is in good physical health and may participate in any/all activities as planned or directed by Permian Playhouse Theatre School. In an emergency Permian Playhouse Theatre School, its agents, and/or affiliates have my permission to obtain emergency medical treatment at a local hospital as deemed necessary by the attending physicians.

Parent/Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Permission for Use of Photos/Videos: Permian Playhouse Theatre School and all affiliates thereof have my permission to use any photographs, art objects, or video tapings of my child for future use in any/all Permian Playhouse publications and promotional materials.

Parent/Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Release of Liability: By typing my name below, I do hereby release Permian Playhouse Theatre School, its agents, affiliates, and any/all personnel from any/all liability in the event of illness, accident, or injury to my child, listed above in this form.

Parent/Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

The following information is needed for grant writing purposes and is completely voluntary to answer:

Child's gender \_\_\_\_\_

Child's ethnicity \_\_\_\_\_

Student's School \_\_\_\_\_

Has your child attended any theatre education program before? \_\_\_\_\_

Has your child participated in any theatre education programs at the Permian Playhouse? If so, which programs? \_\_\_\_\_

Has your child participated in any theatrical productions at the Permian Playhouse? If so, which productions? \_\_\_\_\_