

Office Contacts

Main Office: 724-741-1088

Main Email: Academy@KeystoneTheater.org
850 Cranberry Woods Dr., Cranberry Twp, PA 16066

Please direct all email and phone inquiries to the main office where an administrator can assist you or connect you with the appropriate team member. Typical response time is 24-48 hours.

After reviewing and discussing the information listed in this handbook with your child, please print a copy for them to keep in their designated KSMT binder as a helpful reference.

MEDICAL CONDITIONS

COMMUNICATE TO OUR OFFICE:

If your student has a known medical condition, need, or challenge (e.g. food allergies, asthma, hearing, visual, anxiety, panic, depression, eating, dyslexia, bladder, bowel etc.) that has not been previously communicated on your registration form, and you would like to share that information, please email or call the academy. This communication will give our staff the opportunity to better prepare for and manage any related medical, social, or classroom situations that may arise. Student medical information will be kept confidential.

MEDICAL DEVICE(S):

We ask that any prescribed student life saving medical device(s) (e.g.:Epipen, inhaler, insulin, etc.) please be placed in a transparent bag with the student's name, and parent/guardian contact numbers labeled clearly on the front or on an index card inside. Please store your child's medical device bag in the frontmost pocket marked with a red ribbon/string/yarn (if possible) of the student's KSMT bag for quick access by a staff member if needed. If your child has a new or updated medical device, please contact the office as soon as possible to review its specific purpose and functioning.

Students with medical devices will need to remember to place their personal belongings in the designated classroom areas specified by each of their instructors.

NOTE: In true medical emergencies, KSMT will contact 911 to receive professional medical instruction.

CLASS MATERIALS AGES 5+

- large labeled water bottle(s)
- labeled 1 inch 3 ring binder
- small pack sheet protectors
- standard 3 ring notebook
- pencils & highlighter
- 3 ring binder pencil case
- ages 7+ will need an audio recording device or app

SNACKS/MEALS

With the exception of Thursday 5-6 & 7-9 year olds, Total Broadway classes have a 10 minute bathroom/snack break. Please bring:

- labeled water bottle. (only water will be allowed inside the indoor studios)
- peanut-free snacks only please
- Please note: Refrigerator not provided. Microwave, and vending machines are not available for use during class or snack break.

TEMPORARY BUILDING ACCESS GUIDELINES

To help assist in limiting large group gatherings (related to COVID restrictions), use of the RLA is reserved solely for students at this time. At this time, family and siblings are asked to please refrain from entering the building, unless absolutely necessary, or pre-arranged and approved by the KSMT office. Thank you for your cooperation as we strive to remain in accordance with the current, temporary guidelines. We apologize for any inconvenience. Please review Drop off/Pick up details below.

DRESS CODE

The standard dress code outlined below applies to all classes, musical rehearsals, dress rehearsals, venues, & picture days.

Why are dress codes important to KSMT?

They encourage the practice of maintaining a professional appearance, help with overall focus/energy, minimize distractions, & aid in maintaining a neutral social environment.

Proper footwear ensures safer application & execution of correct techniques as well as preserves studio floors.

They ensure that dance instructors will be able to properly see a student's physical alignment in order to give corrections.

Ballet Dress Code

LADIES

ATTIRE

solid black leotard with black or soft pink *convertible* dance tights. Capris and leggings not permitted during Ballet

OPTIONAL LAYERS - black dance shorts, black/soft pink short ballet skirt, black/white/gray sports bra

SHOES - black or pink canvas ballet split-sole ballet slippers (laces tied & tucked). No socks please.

HAIR STYLE OPTIONS:

1. neat and tightly secured in a proper low profile ballet bun positioned at the crown or nape of the neck
2. neat and tightly secured single French Braid with the tail secured into a low bun
3. neat and tightly secured low profile French twist.

Please only secure hair with effective elastics, as scrunchies etc. tend to slip.

Please do not use hair "donuts" or hair accessories that create bulk/volume.

Please use standard hair nets for buns.

GENTLEMEN

ATTIRE:

solid black fitted athletic sleeveless top with black ballet tights or fitted Jazz/athletic pants rolled/secured above the knee.

A male dance belt or black compression shorts worn underneath is recommended.

SHOES - black canvas ballet split-sole ballet slippers (laces tied & tucked).

HAIR

1. short hair neatly styled and styled back securely off of face and neck, or
2. long hair-securely tied back off face, neck, eyes, in a ponytail, bun, or braid

General Dress Code

LADIES & GENTLEMEN:

All attire must be: solid black and free of any patterns, designs, logos, texts etc.

Appropriate coverage is required. Short shorts, revealing mid-drifts/necklines etc. are not permitted.

SHOES

black jazz "slip ons" with thin black/skin toned footies. Please keep athletic sneakers in your bag for outdoor possibilities.

TAP SHOES

Black or beige Jazz taps. Split sole "slip ons" are recommended.

Sr Tap 4 ladies should wear 2 inch beige tap heels.

Note to all levels: Shoes made with screws vs nails are recommended for use on home/studio/stage floors.

Please check your hardware before each use.

TOP OPTIONS - leotard / full length unitard / athletic top (no day wear styled attire please e.g. casual t-shirts)

Musical t-shirts may be worn during musical practice and non dance classes only.

BOTTOM OPTIONS:

jazz pants / full or capri length leggings / fitted dance shorts over black tights/ fitted athletic pants secured above knee

No shorts please.

UNDERGARMENTS:

Ladies: proper sports bra (if applicable)

Gentlemen: dance belt, or black compression shorts

Dress Code continues on the next page.

Dress Code continued from the last page.

HAIR:

Hair must be tightly & neatly secured off of the face & neck with a proper hair elastic in a style that will not distract or hinder classwork. This includes short bob-length hairstyles.

Ponytail, french braid(s), french twist, or proper bun are permitted. Sweatbands or headbands may also be worn.

WARM UP LAYERS & MISCELLANEOUS:

Fitted KSMT or solid black zip-up jackets are suggested warm layers to have on hand when it is chilly.

Please label any removable warm up layers.

Not permitted at any time

- school or street clothing such as, but not limited to: jeans, jackets, hats etc.
- exposed torso, upper thighs, buttocks, underwear
- street shoes including sneakers (with the exception of on-site outdoor classwork), flip-flops, sandals, heels
- loose glitter or Jewelry ie: necklaces, fashion watches, drop earrings, body/face piercings
- obtrusive displays of name brands, logos
- baggy attire
- heavy use of perfumes, colognes, body sprays, etc

STUDENT ABSENCE COMMUNICATION PROTOCOLS

At KSMT our pros view each student's enrollment as an act of commitment to a goal-reaching partnership. Your professional teammates & mentors want to help you grow & succeed. That is possible when you are in class putting in quality time & work. Patterns have shown that students who maintain consistent weekly studies in their courses flourish & progress in class, on stage, & in life.

Short Term Absences- If a student has a planned or unplanned absence for a single week of a class due to sickness, family vacation, school trip, etc please email the main office. Absences are noted on the office's student absence calendar to inform the necessary instructors. In your email be sure to specify the date and list each class(es) for which the student will be absent for.

Long Term Absences- A standardized form is now available for students/parents to communicate to the office any planned long-term absences or tardies and allow instructors to adjust their lesson plans accordingly. "Long-term" is classified as 3+ consecutive or non-consecutive absences/tardies per-course, per-month. Please email the main office to request Long-Term absence info and form(s). The standard attendance policy applies.

Homework Buddy System - Absent students over the age of 6 are expected to self facilitate the retrieval of missed lesson info & material by reaching out to a responsible classmate and asking them ahead of time (when possible) to take notes, make recordings, collect handouts etc. When unplanned absences occur, students are still responsible for connecting with their classmates/homework buddy to obtain any missed information before their next attendance. When students take the initiative to arrive prepared, it helps to keep them on track and gives their instructor a better opportunity to try and incorporate them into any missed choreography, scenes, exercises, etc. that the class might be continuing to work on during the following weeks.

A SAFE & PROFESSIONAL EXPERIENCE FOR EVERYONE

COMMUNICATIONS - Students & parents/guardians please note that proper lines of communications include the KSMT official business phone number and emails as listed in the KSMT handbooks and online website.

PROFESSIONAL COMMUNICATIONS POLICIES & PROTOCOLS - For safety and business purposes, KSMT does not permit the sharing, exchanging, or use of personal contact information between KSMT instructors and its students and parents. At no time is a KSMT instructor permitted to contact students or their family members through their personal devices or social media platforms.

Please Note - Until COVID-19 safety guidelines are lifted and typical in-person classes and gatherings fully resume, the KSMT Education Director, Alison Saunders (847, Illinois area code), & Producing Artistic Director, Chris Saunders, may utilize their personal phones, when they are not near the office phone and need to quickly connect with a parent or listed emergency contact. time-sensitive or complex matters.

GUIDELINES & POLICIES

Facial Coverings

- Masks are required for all RLA & KSMT guests (ages 2 and up) and staff. We highly recommend that all students explore various mask options while engaging in aerobic activity at home prior to the start of the academy year to find the most protective, yet breathable, option for them.
- When standing behind a plexiglass barrier, instructors may briefly remove their masks to demonstrate techniques or artistry that involve the face, tongue, jaw, etc. Students will be allowed to remove their masks during brief snack times when they are situated in their physical distancing zones.
- In the event that mask removal is assumed to be medically necessary, a student may be instructed to remove their mask. Activity modifications will sometimes be suggested and will be made available upon request. Please talk to your child about the importance of recognizing personal physical limitations and their responsibility to communicate their needs to their instructor(s).
- Due to the cardiovascular nature of musical theater performance, the added layer of excitement and nervousness that being in front of a live audience can bring, and the breathing challenges that can sometimes result from this combination, masks will likely be optional for performances. All staging will be planned with physical distancing. The potential requirement of facial shields in place of masks is TBD.

Temperature Screenings

- All visitors are required to have their temperature screened by a KSMT staff member before entering the RLA. Anyone displaying a fever of 100.4 or higher, or exhibiting known signs of COVID-19, will not be allowed to enter the building.

Distancing

- Students will have assigned individual zones in which they will train and perform. Indoors, zones consist of no less than 7 foot separations between students. An "X" will serve as the student's "home base" in the center of each zone.

Drop Off

- **Drop off location:** Students must enter the RLA through the doors next to the HeartPrints playground.
- All students will have their temperature screened prior to entering the RLA.
- Screenings will start 10 minutes before each scheduled class. Please try to arrive no later than 5 minutes prior to class time in order for students to get to their classroom and begin on time.
- Parents must stay in the parking lot until the temperature screening is complete.
- **Tardy?** If no KSMT staff member is present at the main drop off location when you arrive, a parent/guardian must escort their child directly to their classroom, regardless of age, where the instructor will take the student's temperature. Please exercise awareness when waiting to enter a class already in progress.

Pick Up

- **Pick-up location:** Students must be picked up from the doors next to the HeartPrints playground.
- At the end of class, a KSMT staff member will escort students to the pick-up location to meet their parents/ride.
- Any student who is not picked up on time will be escorted to the KSMT lobby to wait. Parents/rides of students who are 11 years of age and younger must come into the KSMT lobby to pick up their student.
- Students who are 12 years of age and older must receive a text notification from their ride that they are on the RLA premises before leaving the KSMT lobby. Students must inform a staff member that they are leaving after they receive their "here" text.
- Please note the Academy hours and RLA hours may differ. For safety and management purposes, students are not permitted to wait inside or outside of the RLA premises unattended without an adult regardless of age.
- KSMT closes 15 minutes after the last class of each academy day. A KSMT staff member will be required to wait with students unattended by an adult until they are picked up.
- In the event that the RLA closes before all students are picked up, a KSMT staff member will be required to wait with them outside near the HeartPrints playground.
- Late pick-ups (later than 15 minutes) may be charged a \$5 "Aftercare" late fee per 15 minutes post class.
- In the event that the parent or student's phone battery dies & you are otherwise unable to communicate with each other regarding pick-up, the parent/ride is to come inside & pick up their student in person from the KSMT lobby.

Late Policy

- For safety purposes: At the instructor's discretion, students arriving more than 10 minutes late to any class may be asked to learn via class observation for that day. This typically occurs if the student has missed the main warm up & the instructor feels it is not safe to physically participate.
- Due to time constraints, lesson planning complexities, and fairness to classmates, tardy & absent students may unfortunately need to be removed from choreography or scenes staged during missed class time.

Tickets & Audience

- Due to restrictions on large group gatherings, each performer's family will be allowed to purchase 1 ticket of admission per enrolled child, to each performance in which their child is participating.
- Each musical cast will do 2 performances so that 2 guests total will have the opportunity to watch them perform live.
- Each Total Broadway class will do 1 performance. Performers will have the opportunity to invite 1 guest to watch them perform live.
- Health and safety protocols for our audience members will be similar to those that were in place for the recent performance events that took place this summer, including audience "zones". Further details will be provided at a later date.

Withdrawal / Refund / Late Fees

- Any family wishing to withdraw a student from class must officially un-enroll them by notifying the office, via email, before the 1st of the month. No exceptions. The final day to withdraw from class is March 31. All tuition, registration fees, tuition deposits, costume fees, DVD purchases, photo packages & KSMT swag are non refundable and non transferable. Refunds will not be granted for past classes, regardless of attendance.
- There is a \$150 Musical withdrawal fee for families who withdraw after the main audition date, to cover specific production related costs.
- All families must have an updated & working credit card on file to register and to participate in class. Credit card or bank account payments are automatically processed on the first of the month. A \$25 automatic late fee will be added to accounts three days past due. To avoid late fees, please remember to contact the office if your payment information has changed. *Please note: Credit card and banking information cannot be updated online through the Parent Portal.*

Absences / General Make-Up / Private Lesson Make-up

- There are no refunds, credits, or transfers given for missed classes or private lessons.
- Private lessons cannot be rescheduled. Please read the Private Lesson Agreement for further policy details.
- At this time, due to current logistical circumstances and restrictions on class capacity, make-up opportunities for courses and private lessons missed by the student, for any reason, are not guaranteed. KSMT will determine if makeup opportunities are possible at a later date, considering the most up to date CDC guidelines at that time. As a courtesy, if feasible, KSMT will try to schedule an extended week of classes at the end of the academy year, or possibly during a holiday break. This would potentially provide an opportunity for students to make up one class for every course that they may have missed, as well as one private lesson if applicable. Other make-up options may be offered in the form of a group workshop, or master class. These may be in person, or delivered virtually.

KSMT Cancellation

- Class or event cancellations by KSMT due to weather or other situations are rare & are announced first by email.
- Private lessons that are canceled by KSMT will be rescheduled or refunded.

Recordings

- For safety and privacy purposes, general recording, filming, and/or taking pictures of students and staff in or around class or rehearsal is not permitted by students or parents without prior approval from the Education Director.
- Students/parents are not permitted to post or share recorded material that includes KSMT staff and classmates.

Additional Policies

- Only students with class(es) on the second floor are allowed upstairs during their scheduled class time.
- If your student has a break between classes, please contact the office to inquire about the areas of which they are permitted to hangout.
- Please do not send your student to KSMT if they have highly contagious infections, viruses, or symptoms such as but not limited to: COVID, the flu, lice, vomiting, diarrhea, fever, pink eye etc.
- Please help KSMT aim to be a peanut free environment.
- Behavior - KSMT has a zero-tolerance policy for bullying & expects all students to act in a professional, respectful manner towards each other at all times.
- Behavior - To uphold a safe, comfortable & focused learning environment for our students & staff, KSMT does not support disruptive or toxic behavior such as gossip or emotional outbursts from students or family members inside or around any KSMT class, activity, or performance. If there is a concern to be addressed, please communicate with the Producing Artistic Director or Education Director in private during their non-teaching hours so that they may properly assist you in finding a solution to your concern.
- KSMT reserves the right to suspend a student from classes or performances if these policies & expectations are not upheld.
- Classes may occasionally have substitute instructors, and instructors are subject to change.
- If a student is not potty trained, a parent, or guardian, must contact the office prior to enrolling.
- KSMT is not responsible for any lost or stolen personal items.

Additional Policies continue on the next page.

- Students are not permitted to enter the studios without permission.
- Partnering, lifts, & tumbling is not allowed without the supervision of an instructor.
- Street shoes are not permitted on the studio floors.
- Firearms and other weapons are not permitted near the RLA premises, or offsite KSMT school activity or performance.
- Drugs are not allowed on the RLA premises.
- Smoking is not permitted inside the RLA or nearby any KSMT school activity or performance on or off site.
- KSMT reserves the right to amend and revise these policies.

REGIONAL LEARNING ALLIANCE

Rules of Conduct

Keystone State Music Theater is honored to be a partner with and tenant of the Regional Learning Alliance (RLA). The RLA also provides a home base for several other educational organizations and hosts hundreds of guests throughout the year for professional conferences, special events, classes, and more. With teamwork and cooperation from our students and families through compliance with the rules below, we can continue to contribute to the RLA's professional learning atmosphere and call this beautiful building our home. Thank you for taking the time to familiarize yourself with the rules/policies of the space.

- The RLA is a professional place of learning and continued education. Visitors are asked to please conduct themselves quietly and appropriately in all common areas.
- Please remember to walk, clean up after use of the space, and be respectful of furniture, fixtures, artwork.
- Please keep the area in front of the RLA's reception desk clear.
- If you are asked by a RLA staff member to modify behavior or vacate the area please respectfully comply with their request.
- Students must wear cover ups and street shoes around the RLA.
- Please do not change clothes in hallways, public areas or outside of bathroom stalls.
- Please keep all doorway & traffic areas clear for fire hazard safety.
- KSMT guests are not permitted to take food or drinks from the RLA's catered food displays, or fountain drink machines.
- Students under 12 are not permitted in the vending areas unless prearranged and approved with the KSMT office.
- Habitual disregard for these rules may result in expulsion from the Academy.