

# MARQUEE

theatrical productions

INSPIRE  
EXCELLENCE  
MOTIVATE  
LEARNING  
BUILD  
CONFIDENCE

# 2023/2024

## PRIVATE LESSONS & AUDITION COACHINGS

(SINGING | ACTING | DANCE)

No matter what level you are at, Marquee offers one-on-one training for beginner, intermediate and advanced singers, actors, and dancers. Develop your skills with one of our amazing faculty members who provide a welcoming, safe, and judgement free environment for growth and learning. Private lessons are the perfect way to build the skill and confidence needed in a group class setting.

**Private lessons are from age 8 to mature adult.**

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Marquee Theatrical Productions  
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## What is the Student Handbook

The Student Handbook contains important information for Marquee students. **The student and/or parent/guardian is required to read and understand all of the information in this handbook.**

The Marquee staff wants every student to succeed. We hope this information will help them to do just that. This handbook has three purposes:

- (1) to inform the student and their parents/guardians about our educational programs;
- (2) to help keep students on track; and
- (3) to ensure students adhere to our classroom expectations.

Students and parents should turn to it any time they have a question about the program. At first reading this handbook may seem filled with a number of rules and regulations, saying “You can’t do this!” and “Don’t do that!” But, please remember that our intention is to make each student’s time at Marquee **EDUCATIONAL, STRUCTURED, REWARDING, and FUN**. We provide a safe and welcoming environment for learning and discovery; helping to create memories and experiences that are simultaneously hard work and fun. This can only be done with well articulated standards and expectations. The policies in this handbook are agreements — agreements between you and your fellow students, you and your teachers, you and your work.

## Our Philosophy

We strive to teach and promote positive, valuable life skills in the lives of the children in our community through our musical theatre based educational programs. Our goal is to **inspire excellence, motivate learning, build confidence,** and spark a lifelong appreciation for the arts.

## Our Commitment to Inclusion & Accessibility

Marquee Theatrical Productions strives to provide an environment that meets the needs of all children. We believe in the interconnection of physical, mental, social and emotional health and work hard to provide an environment that promotes holistic health and wellness.

As part of Marquee’s commitment to accessibility and inclusion, we make intentional choices in our classroom practices to make sure we are a welcoming space for people with special needs, people of any and all ethnicities, economic status, sexual orientations, and gender identities. Our program includes need-based scholarships, all-gender restrooms, the use of proper pronouns, and a faculty happy to work with families to meet students’ individual physical, learning, and social needs.

## Behaviour Expectations

- Talk in a pleasant and positive manner.
- Foul language, put downs and bullying will not be tolerated.
- Treat all equipment and supplies with proper care and respect.
- Show respect for the teachers.

Our teachers work hard to ensure that students understand what behaviour is acceptable and what is not. These expectations are introduced at the beginning of the program, and the culture of respect for everyone and everything is fostered from that point forward. Teachers will always use their best judgement to ensure that everyone is having a positive experience in our programs.

## Commitment & Expectations

**Etiquette:** All students must arrive at their lessons on time, prepared, and ready to work. Students must remain focused and alert in their lessons, and notify teachers of anything that may interfere with their ability to work (injury, illness, emotional state, etc...) before the lesson commences.

**Clothing:** To maintain a professional learning environment for both students and teachers, all shirts must meet the top of the pant waistline (no exposed midriff). Clothing should not have large logos/branding across it for promotional purposes - solid colours are preferred. All students with long hair must wear it up/back securely, so it doesn’t cover faces.

**Shoes:** Indoor running shoes are the only shoes permitted in our studios.

## Attendance & Cancellation Policy

In order for Marquee to provide an overall commitment to excellence, we must be strict regarding our cancellation policy.

Please remember that scheduling a lesson is a reservation of our teachers' professional time. When a lesson is cancelled or rescheduled without ample advance notice, another student may be deprived of a lesson time, and that time is then wasted. We do understand that illness can happen when we least expect it. It can happen on our end too. For this reason and in trying to come to an understanding that would be fair to both parties (you and our teachers), we have developed the following policy for cancellation.

If a student has to cancel a lesson, we will require notification ***no less than 24 hours notice***. We agree to do the same for you out of respect for your time and any lessons missed on the teacher's part will be made up at the end of term. A cancellation will only be honoured and exchanged for a makeup lesson once per term.

We will accommodate make-up lessons in the two weeks following the final week of lessons during the same scheduled lesson time. If a lesson is missed without 24 hours notice OR a 2<sup>nd</sup> lesson is missed in a term, payment will be kept for that missed lesson and a make-up lesson will not apply.

## Student Showcase

All private students have the opportunity to perform a piece in our end-of-term showcase. Dates/details of the showcase will be provided to students on the first day of the term by their teacher.

## Photo & Video Consent

I authorize the use of photo and video images of my child for school brochures or advertising purposes at the sole discretion of Marquee Theatrical Productions Inc. For the protection of copyright and the safety/privacy of our students, I am aware that I am not permitted to videotape or photograph my child's class during any performances unless permission is given by the director.

## Personal Technology Policy

All cell phones, tablets and laptops must be turned off or put on silent while in a private lesson (unless otherwise approved by instructors if informed of an expected or urgent call). Any teacher maintains the right to collect any item of personal technology and hold it until the end of a class should these procedures not be followed. For all students, failure to adhere to the terms and conditions of the policy will result in disciplinary measures and communication to parents.

## Loss & Injury

I certify that my participation and attendance in private singing, acting, or dance lessons at Marquee Theatrical Productions Inc (hereon referred to as Marquee), on or off site is voluntary, Marquee and its successors and assigns, its officers, directors, employees, volunteers, and representatives (all hereafter collectively referred to as "the Releasees") are not responsible for any injury, loss or damage of any kind sustained by any person while participating in the musical theatre activity. Including injury, loss or damage which might be caused by the negligence of the Releasees.

## Payment/Registration

- 30 minute lessons are \$35/lesson (\$420/term - 12 lessons)  
60 minute lessons are \$70/lesson (\$840/term - 12 lessons)
- 50% of the total term fee is due in order to secure your spot. The balance of 50% is due on the 5th class of the term.
- **You may choose to send payment via e-transfer to [info@marqueetp.com](mailto:info@marqueetp.com)** (preferred) or by credit card. You will have these options at checkout on our website.
- No refunds will be issued for tuition fees paid once the program has started. This includes any post-dated payments.
- Students who leave any program for any reason, will forfeit all monies paid to Marquee Theatrical Productions Inc. The non-refundable deposit is also not transferable.