

# MARQUEE

theatrical productions

INSPIRE  
EXCELLENCE  
MOTIVATE  
LEARNING  
BUILD  
CONFIDENCE

# 2024

## STUDENT HANDBOOK (RECREATIONAL)

The programs offered within our **CORE** division welcome students of any and all levels of skill and experience (no audition necessary). We offer classes in musical theatre, drama, and dance for ages 4 and up.

Our classes are the perfect introduction to the exciting world of singing, acting & dancing. Students work in a group setting alongside trained educators to build their confidence, performance skills, and theatre etiquette. At the end of each term students have the opportunity to showcase their skills in a culminating performance for family, friends, and the community.

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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, assistants, volunteers and directorial team.
- Running and excessive shouting while indoors is not permitted.
- Aggressive physical games are not allowed while on breaks.
- Aggressive or violent behaviour that is threatening to another child, staff or others will not be permitted.

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 & Class/Performance Expectations

**Etiquette:** All students must arrive to classes and rehearsals on time, prepared with memorization/review, and be ready to work. Classes and rehearsals start promptly at the time listed, it is expected that students arrive 5 - 10 minutes prior to the start of class to put personal belongings away and get settled. All students must remain focused and alert in class, and notify teachers of anything that may interfere with their ability to work (injury, illness, emotional state, etc...) before class/rehearsal commences. All students must bring their script/class materials, a pencil, and water to every class.

**Clothing:** Proper rehearsal attire is mandatory (yoga pants, shorts, t-shirts, tank tops). Clothing that allows you to move freely and comfortably in rehearsal. (No jeans, short shorts, skirts, dresses, pyjamas, or oversized clothing is permitted in the classroom). 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:** Students are responsible for their own proper footwear. Administration will notify students regarding proper performance footwear, which may include jazz shoes, character shoes, tap shoes, or indoor sneakers depending on the program you have enrolled in. Students must bring a change of (indoor) running shoes to wear during rehearsal, suitable for movement.

**Costumes:** All major costume pieces will be provided by Marquee Theatrical Productions. Students may be asked to bring in minor items (for example: white dress shirt, black pants, black shirt, leggings, hosiery, black shoes etc.) a list of which will be provided for each production. For Kinder, Junior, and Intermediate Musical Theatre - students are expected to provide an all-black "base" that will be worn under all their costumes: black t-shirt, black leggings or pants, and black shoes, with no logos or markings. Depending on the show however, there can be some exceptions. So wait for the list to come for this program as it's based on role assignments.

### **Attendance Policy**

Due to time limitations and the scheduling requirements needed to put our productions together, a strict attendance policy is put in place for our programs. As our programming is based on teamwork, your commitment, and dedication to the program is crucial to the success of the class and the growth of the student. Absences affect the class as a whole, not just the individual. Having all students present in class is necessary to maintain a positive and productive process.

We have a **three-absence policy** in place at Marquee. Students may not miss more than 3 pre-approved rehearsals/classes per term (with the exception of emergencies). Following a third absence, it is understood that students may be removed from specific scenes/songs moving forward, and may result in a reassignment of their role.

### **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. I understand that, if licensing permits, a professional video recording of the production will include my child and will be available for purchase. For the protection of copyright choreography and 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 the rehearsal room, backstage, and during performances (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.

### **Additional Training**

It is highly suggested that all students consider private voice lessons, dance lessons, acting lessons and/or vocal coachings due to the fast paced nature of the program. Private lessons and/or coachings are available at an additional fee. If you're unsure which would benefit the student the most, our teachers are happy to provide assistance and suggestions for additional education.

### **Loss & Injury**

I certify that my participation and attendance in musical theatre activity 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

- Each class fee varies (please see registration pages on our website)
- You may pay a non-refundable deposit upfront and the balance is due one week prior to the first class of term **OR** you may choose to pay in full at time of registration.
- The deposit is non-refundable
- A student is not guaranteed a spot in the program until the full deposit amount is received.
- **You may choose to send payment** electronically or by credit card. You will have these options at checkout on our website.
- The balance is due ***one week prior*** to the first day of the program unless otherwise arranged in writing with Marquee Theatrical Productions Inc.

## Withdrawal Policy

- Written notice is required for all group program withdrawals.
- 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.

## Refund Policy

1. Withdrawal 7+ days before first day of class:  
A refund, minus an administration fee of \$200 will be available. This policy does not apply to the Intensive programs. Once fees are paid, there are no refunds due to held spots and no opportunity for a new student to join the group.
2. No refunds will be issued less than 7 days before the first day of classes. This includes any post-dated payments.
3. No refunds will be issued for tuition fees paid once the program has started. This includes any post-dated payments.
3. 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.

## Inclimate Weather Policy

- Should a class need to be cancelled due to inclement weather, Marquee is not bound to provide a make-up class, but may choose to add an additional class or time in some way if it works out for all the staff and available rehearsal spaces.

## Class Cancellation

MARQUEE reserves the right to cancel any group class or camp due to insufficient enrolment. If this situation applies and the program is cancelled by Marquee, all tuition fees will be fully refunded.