



POLICIES AND PROCEDURES

- 1. Logistics:** Full-semester, in-person classes in Acting, Dance, Voice, Film, and WEE Theatre will be held January 8 – May 10 indoor at the Xclaim! Center at 502 College Street, Bowling Green, KY 42101. Ages 4-Adults may apply. ALL classes meet one hour per week (WEE Theatre—45 minutes). Open registration is allowed as long as students meet the published criteria, class schedule and are in good-standing. Acting students require instructor approval to register for a time outside their appropriate age group.
- 2. Capacity:** Class participation is limited to a maximum of 12 per class (8 for WEE Theatre). Staff will be limited. Parents and other individuals will be allowed to observe only if they observe personal space and stay quiet and non-disruptive to class. Minimum number of students for each class: Acting-6, Dance-5, Voice-5, Film-4, WEE Theatre-4.
- 3. Stay Home Sick Policy:** Students and staff agree to stay home if they have a fever or have been diagnosed with any contagious illness or have been in close contact with someone who has been diagnosed or is experiencing symptoms. Students should not return to class until they are cleared or fever-free without medication for 24 hours.
- 4. COVID & Respiratory Illness Precautions:** There is an inherent risk of exposure to COVID-19 in any public place where people are present. For the safety of all, we follow all guidelines from the CDC and local health agencies. People of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Students and families should evaluate their own risk in determining their best actions. Xclaim! is a “mask-friendly” place, welcome to all. By registering for class, you are voluntarily assuming all risks related to exposure to COVID-19. Masks will be strongly encouraged for anyone attending class who exhibits respiratory symptoms.
- 5. Attendance:** Students agree to attend class each week throughout the full semester. Although attendance is VERY important, students agree to Stay Home Sick Policy (number 4 above) and will not attend class if sick. Make-up arrangements will be made where possible, but not guaranteed. Students who have coughs, runny noses or other seasonal sicknesses that do not require them to stay home will be asked to wear a mask for class.
- 6. Drop Off: Drop-off begins 10 minutes before each class.** Please do not come earlier; another class may be in session. If another class or rehearsal is in session, when you arrive, please remain respectful and quiet until the proper time.
- 7. Pick-up: Parent/guardian/drivers are expected to arrive on-time** as soon as class ends. Please let staff know in advance if you will be late for pick-up.
- 8. Food and Drink: Xclaim! Performance Academy classes are NOT a place to eat.** Students are encouraged to bring a bottled drink with a screw-on top or lid. NO straws. The water fountain at the Xclaim! Center WILL be in use during classes. No other food or drink should be brought inside the building for one-hour classes. Students who take multiple classes may have a short window for a quick, mess-free snack, but must clean up after themselves.
- 9. Student Supplies: Each class, students must bring their script(s)/paperwork, a pencil NOT a pen,** and drink as described in number 8 above. Please keep all your things in ONE bag.
- 10. Cell Phones:** Students must turn OFF cell phones during class but may turn them on at pick-up.
- 11. Dress Code:** Clothing must allow for free range of movement and MUST adequately cover the body, not exposing undergarments or midriffs. No short shorts or short skirts! **Flip-flops, boots, clogs, HIGH HEELS, and all loose shoes are not allowed!** Participants must wear shoes that cannot slide off when they kick! No bare feet! Students enrolled in dance class must have proper jazz dance shoes. Tap shoes are suggested as well. For dance, proper dance attire is required and hair must be pulled back out of the face and secured.
- 12. Class Performances: Students will present a short exhibition of their work at the end of semester: on Thursday, November 30 and Friday, December 1.** Mark your calendars now for those performance dates.
- 13. Curriculum:** Classes will include lecture and various exercises, drills, & activities meant to instill proper performance technique and develop skills used by professional performers.
 - o Acting & WEE Theatre students will be required to memorize lines and rehearse roles. Acting classes will focus on stage performance skills. WEE Theatre will use children’s rhymes, stories & songs.
 - o Dance students will be required to rehearse movement & know vocabulary. Dance will focus on similarities and differences between styles of dance.
 - o Vocal students will be required to know vocabulary, rehearse assigned drills and learn their music. Voice will focus on technique and vocal power.
 - o Film students will be required to study, prepare and present various original or current-running commercials.

- All classes will be featured in the Xclaim! Commercial filming during the semester!
- All classes will use characters, scenes, songs and dances from the various fall 2023 productions, from up-coming Spring 2024 productions, from current running commercials, and from Dreamwork's SHREK!

14. Student Expectations:

- Enjoy a social outlet and HAVE FUN!!!
- Attend every class for the full semester.
- Be on time. Classes run based on tight weekly schedules.
- All students are expected to participate in all activities and performance material – no opting out!
- All students are expected to perform in class final recital performances on May 9 & May 10. Students agree to arrange their schedules to participate.
- All students are expected to focus on task at hand. Comments, questions & conversations should be relevant and on-task.
- All students are expected to show respect to the **Xclaim! Center**, the staff, and each other. Disrespect may result in expulsion from class—with NO refund!
- All students are expected to memorize, rehearse and perform to the best of their ability. Students will be given fairly equal-size parts in each class (based on age).
- All students are expected to keep up with personal belongings. **All students must bring scripts, paperwork & supplies every day.**
- All students are expected to practice basic healthy habits: observe necessary COVID/respiratory precautions, hand-washing, proper diet, proper rest. Proper hygiene is required: bathing, anti-perspirant/deodorant, brushing teeth, clean clothes. Failure to observe proper hygiene may result in expulsion—with NO refund!
- All students are expected to follow all guidelines listed in these Academy Policies and Procedures, the rules posted in the Xclaim! Center, and those established during class.
- Students unable to comply with expectations, guidelines and/or Policies and Procedures must provide a personal chaperone or they will not be able to attend class and may be asked to go home—with NO refund.

15. Xclaim! has a no refund policy. No refunds will be issued for any reason, including dismissal or absence.

16. General Behavior: This Xclaim! program provides positive youth development in an all-inclusive, family-friendly atmosphere. Language, conversation, dress, behavior, attitude and demeanor not conducive to a supportive, encouraging environment will NOT be tolerated! ***Bullying and other inappropriate behavior will result in immediate expulsion from class—with NO refund!***

17. Student Agreement: The student(s) AND parent/guardian(s) agree to adhere to and abide by all policies and procedures detailed in this list as well as any applicable rules and requirements by state and local health authorities. The student attests to be able to comply with all expectations and willing to adhere to the guidelines.

18. Privacy Policy: ALL participant information is held in complete privacy by staff. Personal information such as contact info will only be shared to appropriate health authorities as required or by request of the participant.

19. Contact Information: Christopher H. Cherry, Executive Director

Website: www.xclaiminc.com

Email: info@xclaiminc.com

20. Xclaim! Performance Academy Staff:

- Christopher H. Cherry, Executive Director/Instructor for Acting, WEE Theatre, and Puppetry
- Debbie Hall, Company Manager
- Robin McCubbins, Dance Instructor
- Tiffany Curry, Voice Instructor
- Carter Ford, Film Instructor

21. Forms and Paperwork:

- Registration Form – Due by January 31
- Parental Consent and Medical Release Form – Due by 1st day of class
- Full Payment – Due by 1st day of class