



POLICIES AND PROCEDURES

1. **Logistics:** Full-semester, in-person classes in Acting, Dance, Voice, and WEE Theatre will be held August 17 – December 6 indoor at the Xclaim! Center at 502 College Street, Bowling Green, KY 42101. Ages vary per class with opportunities for ages 4-Adults. ALL classes meet one hour per week (WEE Theatre—45 minutes). Open registration is allowed if students are in good standing and meet the published class criteria & schedule. 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 16 per class (10 for WEE Theatre). Staff will be limited. Parents and other individuals will be allowed to observe only if they respect personal space and stay quiet and non-disruptive to class. Minimum number of students per class: Acting-4, Dance-4, Voice-6, Stage Combat-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 or other respiratory illnesses in any public place where people are present. By registering for class, you are voluntarily assuming all risks related to exposure to COVID-19 or other respiratory illnesses. For safety, we follow all guidelines from the CDC and local health agencies. Xclaim! is a “mask-friendly” place, and masks will be strongly encouraged for anyone attending class who exhibits respiratory symptoms that do not require them to stay at home.
5. **Attendance:** Students agree to attend class each week throughout the full semester. Make-up arrangements will be made where possible for sick students, but not guaranteed.
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 and tap shoes, proper dance attire, 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:**
 - **Acting Classes** present *scenes and monologues from HOW TO TRAIN YOUR DRAGON, TALES OF EDGAR ALLEN POE, and/or FAIRY TALE CHRISTMAS CAROL*
 - **Voice Classes** will perform a concert medley of Disney music and a variety of classic Christmas carols with individual solos and duets.
 - **Dance and WEE Theatre Classes** will present group musical routines and movement exercises.
13. **Curriculum:** Classes will include lectures and various exercises, drills, and activities meant to instill proper performance technique and develop professional performance skills. Classes will include content from **HOW TO TRAIN YOUR DRAGON, TALES OF EDGAR ALLEN POE, and/or FAIRY TALE CHRISTMAS CAROL.**
 - Acting Students will spend each class workshopping basic stage skills and techniques on an individualized basis, tailored to each student’s needs or weaknesses
 - WEE Theatre students will be required to memorize lines and rehearse roles with rhymes, stories & songs.
 - Dance students will be required to rehearse movement & know vocabulary. Dance will focus on similarities and differences between styles of dance and increasing technique.
 - Vocal students will be required to know vocabulary, rehearse assigned drills and learn their music. Voice will focus on technique and vocal power.

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 in December. 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 being 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 at the 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, Voice, and WEE Theatre
- Debbie Hall, Company Manager
- Robin McCubbins, Dance Instructor

21. Forms and Paperwork:

- Registration Form – Due by 1st day of class
- Parental Consent and Medical Release Form – Due by 1st day of class
- Payment – Due by 1st day of class; Installment payments due by 2nd Monday of each month; cash, check payable to “Xclaim, Inc.”, or cards accepted online
- Final Registration Deadline – February 1

Xclaim, Inc. is a 501(c)3, non-profit organization whose mission is to educate, inspire, and recognize youth performance artists and their mentors in the South Central Kentucky region. Thank you for your support!