



Instructor: Dawn Leader

email: [dawnleader@sbcglobal.net](mailto:dawnleader@sbcglobal.net) cell phone: 708-927-1929

Dolphin Lake: 708-798-0085 Irwin Center 708-957-7275

You may also contact LeeAnn Fisk, Recreation Supervisor at the H-F Park District with any questions or concerns. Phone: 708-957-0300

### ***QUESTIONS/EMERGENCIES***

Note to parents/guardians (and students): You can call or email me with any question you have. **Email usually gets the quickest response during the week**, but I can't always check it right before class.

**EMERGENCIES:** If you have to reach me or your child during class, call the Dolphin Lake number above. If you do not get an answer at that number, call the Irwin Center (also above). There is someone there during our class times, and they should be able to get a message to me. I do not answer my cell phone during class times.

### ***ATTENDANCE***

All classes will begin on time. If you are late, please enter quietly, so you do not disrupt the class.

Out of fairness to all students, **if you miss 2 classes** and I have not heard from you, I will assume you have dropped out of class, and give your part to someone else. If you are sick, on vacation, have an emergency or whatever; please let me know, (before class starts) so that I don't give your part away. Call the above cell number before 5:00 the day of class (after that, I'm in class and can't answer the phone).

**If you know you will not be attending the last class,** (when the performance is held), please let me know **now, or ASAP.** You can still participate in the class, but you will not be given a major speaking role.

## ***DRESS***

While we encourage individualism and creativity, we encourage all participants to dress in attire that allows them to move comfortably, freely, and without distraction at rehearsals. You may be required to sit on the floor, stand for a long time, etc. Gym shoes or other comfortable shoes are encouraged during rehearsal, unless a particular type of shoe is essential to your character's costume. Dance shoes (ballet or jazz style) are encouraged for the Triple Threat classes, but not mandatory.

## ***MEMORIZING***

All students are encouraged to memorize their lines as soon as possible; however, all are required to memorize their lines and blocking by the deadlines shown on the class schedule. (Note: blocking is the stage direction given to the actors.)

## ***COSTUMES AND PROPS***

You may be asked to bring in costume and prop items. Please label them on the inside with masking tape and your name.

## ***BEHAVIOR***

While students range in interests and abilities from serious to those participating as a recreational activity, all classes will be conducted in a manner consistent with the standards of a professional theatre training center. **All participants are expected to conduct themselves in the spirit of inclusion and encouragement of others.** Bullying, harassment, intimidation, criticism, name-calling and other negative behavior will not be tolerated, and anyone behaving badly will be asked to leave the class. If you experience or witness any negative behavior, please come to the instructor immediately. Your concerns will be handled in a sensitive and confidential manner.

## ***CELL PHONES and ELECTRONIC DEVICES***

Please do not bring any video games, mp3 players, etc. to class. Please turn all cell phones to vibrate, or off during class. No phone calls may be placed or answered during class, unless it is an emergency.

## ***FOOD AND DRINK***

There is a vending machine for soda or water available. Please bring change for these machines, as the instructor is not always able to give out change. Students may bring drinks or food from home, if necessary. Please clean up all food, wrappers, etc. If there is excessive food mess, this policy will be changed. NO GUM will be allowed anywhere at any time during classes.

## ***PARENTS/VISITORS/OBSERVERS***

With the best interests of the students in mind, only registered students will be allowed at class. Interruptions and distractions from visitors inhibit the progress of the class and may make a performer nervous.

No parents or visitors will be permitted in the class at any time.

Parents, family and friends are welcome at the last class, which is a performance.

## **SUPPLIES**

For each class you will need a pen or pencil, a highlighter marker (to highlight lines in your script) and a folder to hold your script and other materials.

### **CDs (Triple Threat Class)**

Triple Threat students who would like a copy of the music being used in class should bring a blank CD to class, with their name on it. They will receive the recorded CD back the following week.

### **THEME OF THE DAY (Calling All Actors/Actresses Class)**

**The theme of the day is just for fun.** Students are **not required** to participate in the theme of the day, but if they decide to, they should use their imagination and creativity to put together their outfit using things found around the house or borrowed. Do not go out and buy anything! When making your costume, remember, you still have to be able to move around in class.

**A LIST OF DAILY CLASS ACTIVITIES IS ON THE NEXT PAGE. PLEASE CHECK IT WEEKLY TO SEE WHAT YOU NEED TO PREPARE FOR CLASS.**

**I have read the above rules and guidelines, understand and agree to follow them.**

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Student Signature

Date

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Parent/Guardian Signature

Date