



info@theactorsroom.ca | t. 647-955-5228 | 71 Innovation Dr. Unit 3, Woodbridge, ON

Official Registration Letter

Welcome to The **Actors** Room!

THANK YOU for registering for the **Upcoming Season!**

Our Classes

Kids Recruits I/II: For ages 8-11

The Kids Recruits program is a fun, safe, and enthusiastic space for kids to learn confidence in themselves, make friends, and practice their love of performing!

Tweens/Teens Apprentice: For ages 11-15

The Apprentice programs are perfect for teens and tweens who are growing their skills in their first season or two of acting, or perhaps who are new for the first time!

Tweens/Teens Rising Stars: For ages 11-15

The Rising Stars program is for students who have studied with us for at least one year and are showing dedication to their craft and the ability to handle more challenging activities!

Teens Masterclass: For ages 15-17

The Masterclass is reserved for teens who have studied with us for multiple seasons and are serious about developing their skills at the professional level or pursuing a related career.



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CODE OF CONDUCT:

Please note that **TheActorsRoom** has a ZERO tolerance policy for any physical misconduct and verbal/emotional mistreatment defined as “bullying”. The persistent use of language or physical actions toward any member of **TheActorsRoom** with the intent of resulting in alienation, embarrassment, harassment, humiliation, demoralization, or disrespect will result in expulsion from **TheActorsRoom**. If such a case occurs, the student(s) will first be addressed privately. If misconduct continues, the parent/guardian will be contacted. Upon persistent misconduct, the student(s) will be asked not to return to **TheActorsRoom** indefinitely. Should a student’s class involvement be interrupted due to a situation he/she created or participated in involving abuse, bullying, or anything of the kind, payment refunds will not be issued.

CLASS POLICIES:

Please be aware that we encourage all valuables to be left at home (iPads, cameras, cell phones, etc.). Please note that **TheActorsRoom** is NOT be responsible for any lost, stolen or misplaced articles.

Please ensure that students come to class **on time** and with all necessary materials, including assigned scripts, requested props and costumes, etc. Many of the scenes that students work on in class are **partnered**; students rely on their scene partners, so please ensure you have all of your materials!

If a student must miss a class, a courtesy email or phone call is **much** appreciated! This allows us enough time to make arrangements for the attending scene partner, making everyone’s in-class time productive.

As a professional courtesy, we request promptness in picking up students.

CLEANLINESS & ALLERGIES:

As a common courtesy, it is especially important to maintain proper hygiene, especially during cold and flu season, as props and costumes are being shared. **All students are asked to wash their hands before coming into the studio. Thank you!**

We strive to be **nut free** at the studio. Snacks and drinks are encouraged; however, we ask that parents avoid packing nuts and other highly allergenic foods in consideration of fellow students with allergies. **We also ask that students wash their hands before entering the studio**, particularly if they may have come into contact with foods containing nuts.

If your child has a severe allergy/potentially requires an EpiPen or other medical intervention, please make sure they carry all necessary equipment and that you have informed **TheActorsRoom**.

COVID-19:

It is mandatory that all registrants review the terms in the accompanying COVID-19 waiver document. By signing the Legal Waiver accompanying this registration letter, parents agree to assume all risks and responsibilities as outlined in The Actors Room’s COVID-19 Waiver.



CLASS WORK:

If your class curriculum includes any on-camera work, we will be setting up a **Dropbox** folder for your child for your convenience. Digital copies of on-camera class work will be added to this folder for you to enjoy and download. Please note that **Dropbox folders will be cleared out each summer.**

COLLECTION OF PAYMENTS:

Full-year course fees are billed in six instalments (three per semester) automatically via credit card through our online accounting system, Wave. The first instalment is taken **upon registration as a non-refundable deposit.** The remaining five are billed approximately bi-monthly on the following days:

- October 1st
- December 1st
- January 15th
- March 15th
- May 15th

This schedule applies only to parents subscribing to our typical automatic billing plan. Parents wishing to pay via cash, cheque, EFT, or not wishing to save their credit card for automatic payments are typically required to pay the full-year fee in two equal instalments, half in September and half in January.

Please be prompt with your payments. TheActorsRoom reserves the right to withhold students from participating in the semester-end showcases if payments are not up to date.

Payments six weeks or more outstanding will result in a letter sent home with your child.

CANCELLATION FEES:

The first two weeks of a semester is generally understood a trial period, especially for new students. If a parent wishes to withdraw their child during the trial period, they will be eligible for a refund of the semester's fees paid to date, less non-refundable deposit (see below).

As acting is an art that requires dependence on a great deal of teamwork and trust, **TheActorsRoom** adheres to a strict cancellation policy. If a student withdraws after the following dates, **the registration may be subject to cancellation fees as outlined below:**

Semester One
Semester Two

October 15th
March 1st

Cancellation after the dates below will be subject to a **cancellation fee equal to the full outstanding balance of the semester that is underway,** if not already paid. Please note that the fees for each semester are assessed as half the amount of the full year course.



CONTINGENCY CLASSES:

If a student chooses to miss a class due to a conflict of schedule, illness, or any other personal matter or discretionary reason, refunds will not be issued. If class is cancelled by **TheActorsRoom** due to teacher illness, inclement weather or any other reason, a make-up class will be scheduled. A refund will **only** be offered if a make-up class cannot be **scheduled**, regardless of an individual student's ability to attend.

CONTENT:

TheActorsRoom reserves the right to garner photos, sound clips, statements, videos, and the like of its students and affiliates, and to use these for the purposes of publication, promotion, illustration, trade, or advertising, in any manner or in any medium, with or without the subject's name. The right to any claims regarding compensation, liability, or any other type of claim for such media's use is hereby waived by any student, student guardian, or any other connected party to the student.

CONTACT:

Please fill out the accompanying Student Information Form and ensure that **TheActorsRoom** has ALL emergency contact information before the start of the first class. Feel free to contact us by phone or email should you have any questions or concerns.

CONSENT:

TheActorsRoom reserves the right to modify the terms outlined in this letter and its associated waivers. A copy will be provided at minimum of once per year upon registration. Additional copies will be available upon request. By agreeing to send your son/daughter to **TheActorsRoom** and/or by agreeing to the Contract Form/Legal Waiver, you confirm your cooperation with and consent to be bound in perpetual nature by all terms and conditions in these documents, as well those outlined in the Assumption of the Risk and Waiver of Liability Relating to COVID-19 corresponding to this letter, whether or not modifications to any of these documents occur. You understand that you may withdraw your consent at any time.

Welcome aboard,

STEFANO DiMATTEO

Creative Director



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