

the actorsroom.ca

info@theactorsroom.ca | t. 416.670.5601 | 71 Innovation Dr. Unit 3, Woodbridge, ON

Official Registration Letter

Welcome to The **Actors** Room!

THANK YOU for registering for the **2021 - 2022 Season!**

Our Classes for 2021-2022 Season!

Kids Recruits Ages 9-11

Sundays, 2:00 PM - 3:30 PM
September 12th - May 29th

New students welcome!
No experience required!

Teens/Tweens II Ages 11-14

Saturdays, 10:00 AM - 12:00 PM
September 11th - May 28th

New students welcome!
Returning students welcome!

Teens Professional

Ages 13-17

Class Taught by
Stefano DiMatteo

Sec.1 Sundays, 4:00 PM - 6:30 PM
September 12th - May 29th

Sec.2 Mondays, 6:00 PM - 8:30 PM
September 13th - May 30th

Sec.3 Tuesdays, 6:00 PM - 8:30 PM
September 14th - May 31st

Advanced level students only.
Admission by audition.

Tweens Recruits Ages 10-12

Class Taught by **Jesse Levy**

Wednesdays, 6:00 PM - 8:00 PM
September 15th - June 1st

New students welcome!
Returning students welcome!

Tweens II Ages 11-13

Class Taught by **Jesse Levy**

Thursdays, 6:00 PM - 8:00 PM
September 16th - June 2nd

New students welcome!
Returning students welcome!

**Class offerings subject to change before the start of the season.*



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CODE OF CONDUCT & CLASS POLICIES:

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

We strive to be **nut free** at the studio. Snacks and drinks are encouraged, as there is a scheduled break; however, please 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.

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!**

Please be advised that at the end of each class, technical equipment is dismantled, transforming the studio in to an unsafe area for **KIDS** to linger. As a professional courtesy, we request promptness in picking up students to avoid any mishaps or accidents.

Please ensure that students come to class prepared with all necessary materials, including notebooks/pens/pencils, requested props and costumes, assigned scripts, etc. Please be advised that many of the scenes that students work on in class are partnered scenes. 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 notification is **much** appreciated! This allows us enough time to make arrangements for the attending scene partner, making everyone's in-class time productive.

Please note that **TheActorsRoom** has a ZERO tolerance policy for any physical misconduct and verbal/emotional mistreatment defined as "bullying." The use of persistent language or physical actions with towards any member of **TheActorsRoom** resulting in or with the intent of resulting in alienation, embarrassment, harassment, humiliation, demoralization, or disrespect of any kind will result in expulsion from **TheActorsRoom**. If such a situation occurs, the student(s) will first be addressed privately. If the 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 extreme negative conduct, payment refunds will not be issued.

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:

For our parents' and students' convenience, this year we will be setting up a folder on **Dropbox** for each student. In this folder will be an electronic copy of the student's class material as well as videos of in-class on-camera performance work once they are completed. Please ensure your child has all relevant materials required printed and on-hand for each class.

CANCELLATION FEES:

The first two weeks of each semester are generally understood a trial period for new registrants. If a parent wishes to withdraw their child during the trial period, the parent 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 initial two-week trial period but before the Final Date for Withdrawal, the fees due for the semester to date will not be refunded or forgiven. **After the Final Date for Withdrawal, the remaining value of the semester will be deemed to be forfeit.**

Final Dates for Withdrawal are as follows:

Semester One
Semester Two

October 15th
March 1st

COLLECTION OF PAYMENTS:

Registrations are billed in online in six instalments through our online accounting system, Wave. The first instalment is to be taken **upon registration as a non-refundable deposit**. The remaining five instalments will be billed bi-monthly throughout the course of the year.

Payment options through Wave include credit card and bank authorization. Any parent wishing to pay by EFT, cash, or cheque must make individual arrangements with The Actors Room. EFT, cash, and cheque registrations will be billed in two instalments: half in September, half in January.

Bi-Monthly instalments will be billed on the following days:

- October 15th (plus a \$25 admin fee)
- December 15th
- February 15th
- April 15th
- June 15th

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



CONTINGENCY CLASSES:

If a student chooses to miss a class due to a conflict of schedule, inclement weather, illness, or any other personal matter, refunds will not be issued. If class is cancelled by the instructor at **TheActorsRoom** due to 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 signing 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.

Welcome aboard,

STEFANO DiMATTEO

Creative Director



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