



Youth Conservatory Handbook

1436 SW Montgomery St

Portland, OR 972010

503-274-1717

www.actorsconservatory.com

Dear Student and Parent,

Welcome to Portland Actors Conservatory's Youth Conservatory, Summer on Stage, at the historic Firehouse Theatre! We are so excited about this year's program. The sessions are filled with a variety of classes designed to enhance the young actors' understanding of the craft of acting, including Basic Acting Techniques, Voice and Movement, Improvisation, and ensemble building.

We strive to create a safe and fun environment for all our young actors. This handbook is designed to prepare both student and parents for the upcoming session.

Inside you will find:

- Schedule
- General Information
- Policies and Procedures
- Student/Parent Forms

We hope this information is useful and provides a clear idea of your commitment with Portland Actors Conservatory's Youth Conservatory program. Our goal is encourage young actors toward a more natural and positive creative expression.

Please return the Authorization for the Treatment of a Minor, Student/Parent Contract, Photography Request and Individual Education Plan at least one week before your Summer on Stage session begins.

Take a deep breath, relax, and know that you are about to have an experience of a lifetime with some of the Northwest's greatest theatre professionals! If you have questions, feel free to call (503) 274-1717.

Take care!

Beth Harper
Producing Artistic Director

Dates and Times

Summer on Stage 2 ½ week sessions:

Mornings only

9:30 am – 12:00 pm

Session 1: July 11-27 Session 2: August 1-17

Full-day

9:30 am – 4:00 pm

Session 1: July 11-27 Session 2: August 1-17

Advanced Actor Intensive

10:00 am – 4:00 pm

June 20-29

Please pick up your child promptly at 4:00 pm

Extended Care Available

For your convenience, we offer limited extended daycare before and after camp. Extended care must be arranged in advance so that we can ensure a staff person is available. You can register for the entire session or at least 24 hours in advance for a single day. The schedule is as follows:

- Early Drop Off begins at 9:00 am
\$30 for the session or \$5 per day
- Late Pick Up ends promptly at 5:00 pm
\$50 for the session or \$10 per day
- *Please note: Early drop off for the Advanced Actor Intensive begins at 9:30 am*

If your schedule requires various pickup or drop off times, arrangements must be made at least 24 hours in advanced. The fee for individual days extended care is \$5 (early drop off) or \$10 (late pick up). *There will be a \$2 charge for each additional minute after 5:00 pm that your child is not picked up.* Do not drop your child off before 9 a.m. If your child has permission to walk or ride with someone new we **must have a written permission slip signed by the parent.** This rule still applies if the student is a teen. Call us (503)274-1717.

General Information

- ✓ Please bring a lunch and snack every day. A water bottle with your name on it should be brought on the first day, and it will remain at PAC until the end of the program. Trust us, you'll need it! A refrigerator is available for storing lunches, along with a microwave oven for heating up hot lunches. Students are also assigned a locker to store their valuables. Students are not allowed to leave the premises during lunch, unless accompanied by parent or guardian.
- ✓ Students should be sure to get plenty of sleep each night and eat a healthy breakfast every morning. This will help each student have the energy to have fun throughout the day!

- ✓ Wear comfortable, loose-fitting clothes. Students will be moving around a lot, so any snug, form-fitting clothing may get in your way. In addition, *comfortable* shoes are required for all classes. Clunky and high-heeled shoes, though stylish, can be a safety hazard. Flip flops are fine, but toes might be stepped upon.
- ✓ Please remember to bring a notebook and a pen or pencil to class *every* day. Writing and drawing can enhance any creative process and will be an essential part of the work being done during the program.
- ✓ Try not to bring anything of significant monetary value. Students will be provided with a designated area to put their belongings, but these items cannot be monitored at all times. Upon request, students can have important items locked up.
- ✓ It is critical that students arrive to class *on time*. We have a tight schedule and have much to accomplish. Please remember that prompt drop-off and pickup by parents is essential, and be sure that arrangements have been made in advance and in writing for early drop-off and late pickup.
- ✓ On Friday, July 22 (for Session 1) and Friday, August 12 (for Session 2) all students will present a showcase of skills explored in the morning classes. **This is for the 2 1/2 week camps only.** The presentation begins at 11:30 and lasts approximately 30 minutes. This demonstration will show parents, family and friends all the skills acquired throughout the morning workshops. Admission is free.
- ✓ **2 1/2 Week Camps:** If you are enrolled in the Full Day program (both morning and afternoon sessions), you will be given three complimentary tickets to the FINAL PRODUCTION. Additional tickets **may** be available if some students don't use all of their comps. Due to the intimacy of our theatre and fire codes these will be on a first ordered/seats available basis. An order form will be coming home with the actors during the second week of camp. Please fill it out quickly and return it so the box office can determine how many extra tickets are available. The final production is Wednesday, July 27 (Session 1) and August 17 (Session 2) at 4:00 pm. **The Advanced Actor Intensive** will also showcase their talent in a PRODUCTION to be held at 4:00 pm on June 29th. Due to the smaller enrollment in the advanced session, students will each receive five complimentary tickets. Parents are invited to bring a treat to share during the reception following the performance.
- ✓ *We love parent volunteers!* Not only is it nice to support your child by helping them learn their lines during non-session hours, but also *Summer on Stage* is always in need of volunteers. We could use help in many areas – from costumes to box office to painting sets. Please let us know your area of expertise by calling the Conservatory at (503) 274-1717 and asking for Beth Harper or contact us through email at beth@pac.edu.

Youth Conservatory Policies and Procedures

Age requirement

The Youth Conservatory Summer on Stage program is open to young actors aged 8-18.

Deposits and payments

We accept cash, checks and major credit cards (Visa, MasterCard, Discover, and American Express) for all tuition payments.

A deposit of half tuition is required to hold the young actor's spot in the class.

Refunds, transfers and withdrawals

Written intent to drop a session must be submitted to samson@pac.edu prior to the class start date for a refund of monies paid, minus the non-refundable deposit.

Refunds will only be issued in cases of serious illness.

No refunds will be issued after half of the classes have been held. Any student asked to leave the program due to behavioral issues is not eligible for a refund.

Scholarships and discounts

Portland Actors Conservatory believes the arts and arts education should be available to all aspiring artists. To this end there are limited need-based scholarships and discounts available.

- Students who register for multiple sessions are eligible for a 10% discount on each additional class. The highest price course will be assessed at full tuition and each additional session will be discounted 10%.
- A limited number of need-based scholarships are available. Please contact the registrar at samson@pac.edu or 503-274-1717 for details and an application.
- Partial scholarships are applied after the first half of camp has been successfully completed. If a student leaves camp before the scholarship is applied, all awarded funds are forfeited.

Attendance

Theatre is a collaborative effort and all must be present and available to find truth in every moment. Attendance is mandatory for all students at Portland Actors Conservatory. Students are expected to arrive promptly and stay for the duration of the class. Your classmates, scene partners and teachers are disrupted every time that you are late or absent. Students who are repeatedly late or absent may be asked by the instructor to withdraw from the class.

Disruptive behavior

Instructors are responsible for maintaining an effective learning environment in their classroom. A faculty member fulfilling their responsibility within these guidelines shall receive support of the PAC administration. A faculty member therefore has the obligation to remove, without physical force, a

disruptive student from their classroom. Disruptive students are expected to immediately comply with the faculty member's request. The instructor shall report incidents to PAC administration office within 24 hours. Any subsequent request to leave a classroom may result in disciplinary action including, but not limited to probation, suspension or expulsion from the program. Any student removed from class because of disruptive behavior forfeits all monies paid.

Disruptive behavior may result in:

1. Warning from teacher
2. Sitting out from classroom activity
3. Sitting in the office with a staff member
4. Removal from Summer on Stage program* (If physical violence occurs toward anyone associated with PAC or if there is no behavior change after multiple warnings)

Health and Safety

PAC is committed to providing an environment in which structured learning can occur. In order to fulfill the educational objectives, each student, as a representative of PAC, shall respect the rights and privileges of the PAC community. Incidents that occur away from the PAC facility, that violate local ordinances, state or federal law, may affect the safety of the PAC community. Alleged violations of the Student Code of Conduct or state/federal laws may result in disciplinary action ranging from a warning letter, to probation, suspension or expulsion from the program.

Students are not permitted to video tape any portion of classes unless given specific permission by the PAC Artistic Director. Your classroom should be a safe work environment without fear of being exploited online. Students who violate this policy will be removed from the program.

Violations may include but are not limited to:

- Drugs: possession, sale, distribution, use or involvement of any kind with non-prescribed controlled substances
- Harassment or assault at PAC or PAC sponsored functions
- Weapons: possession and/or use of weapons including but not limited to firearms
- Theft: theft, attempted theft or possession of stolen PAC, student or faculty property
- Damage to property: deliberate damage to PAC property
- Conduct: conduct that endangers the safety or health of others
- Uses of facilities: unauthorized entry to or use of PAC facilities

Liability

Students freely and knowingly assume all risk incidentals to participating in all classes/rehearsal/productions at Portland Actors Conservatory. Students understand and accept that PAC, its staff and faculty are not responsible for injury to persons or property related to participation in class. As a student, you here by agree to release Portland Actors Conservatory, its officers, directors, employees or other agents from any liability arising out of or related to any activity, accident, or incident that occurs in class or on premises.

Advanced Actor Intensive

The main focus on our Advanced Actor Intensive camp is the exploration of acting technique through the art of performance.

The Advanced Actor Intensive workshop is open to serious students of acting who are alumni of our Summer on Stage camps. Other previously trained actors may also participate with the approval of Producing Artistic Director Beth Harper or Youth Director Jules Moorhouse.

In the Advanced Actor Intensive, the ensemble will create a full production in only 8 days. Due to the intensity of the curriculum, all actors are required to be fully present for the duration of camp. Students should be prepared to work hard and willing to put in extra hours at home memorizing lines and developing characters.

All Youth Conservatory students are expected to treat their cast members and teachers with respect and kindness. They should also come with a positive attitude and ready to say "YES" to theatre related activities.

Students will be given packets on the first day of camp including audition materials. Please feel free to contact us with any additional questions.

What's next?

The following pages must be completed and returned to Portland Actors Conservatory prior to the start of camp. All the requested information is to help us serve your young actor. If you have any questions or concerns please contact us directly.

**Authorization
For the Treatment of Minors
Confidential**

The undersigned, being the parent(s) or legal guardian of _____,
a minor born on _____ authorize Portland Actors
Conservatory, its officers, agents, assignees, assistants, and employees thereof, to provide
immediate minor medical attention and treatment and emergency CPR treatment required by
said minor. I (we) further request and authorize the above mentioned to enlist the services of a
qualified emergency medical transportation company to _____
Hospital if, in the best estimation of the responsible authority at PAC, said minor requires
immediate emergency outpatient care. I (we) further request and authorize any physician, and
the associates, agents and employees thereof, to provide any X-ray examination, anesthetic,
diagnosis, medical or surgical treatment or hospital or clinic service that may be required by
specific diagnosis or required treatment and is given to encourage PAC and said physicians to
exercise their best judgment as to the requirements of such diagnosis and treatment in those
instances when a parent of a minor is unavailable to provide the necessary consent to
treatment.

INFORMATION FOR PORTLAND ACTORS CONSERVATORY STAFF:

My child has: (1) Allergies to _____

(2) Chronic disease _____

(3) Takes medication:

Name _____

Dosage _____ Time/Days/Hours _____

Signature: _____ Date: _____

Name (please print): _____ Relationship: _____

Phone (best): _____ Phone (alternative): _____

Student's Name _____ Age _____

Insurance Company: _____ Phone: _____

Policy Number: _____

Person(s) to contact in medical emergency:

1.) Name _____

Phone (best) _____ (alternative) _____

STUDENT PARENT CONTRACT

Welcome to Portland Actors Conservatory's SUMMER ON STAGE. We anticipate a summer filled with imagination, creativity, and hard work. Here are some specific guidelines that will promote a more productive session for all. Each student should:

1. **Attend all classes.** Because we are working as an ensemble, 100% attendance is expected. Students or parents must call if the student cannot attend on a given day.
2. **Be on time.** Call if you are going to be late so that we don't worry and can make adjustments to our lesson plans.
3. **Respect everyone's opinion including your own.** In the world of theatre everyone's voice is valid, as long as it is coming for a respectful place.
4. **Be prepared for every class.** Always wear comfortable clothes you can move in and bring the things you need (script, pencil and eraser, notebook, and water bottle).
5. **Ask questions.** If you don't understand, please don't be afraid to speak up. The only "dumb" question is one that isn't asked.
6. **Respect the work of your fellow classmates.** Be supportive. Give them your complete focus. Being an attentive audience member is just as important as being a good actor.
7. **Respect the space around you.** Throw trash away. Return props and set pieces to their correct places.
8. **Be respectful of your teachers.** Listen carefully to their instructions. While there is lots of fun to be had by all, there is also a lot to learn.
9. **Have a positive attitude.** Be prepared to say "YES" to all that is asked of you.
10. **HAVE FUN!!!!**

I have read and agree to all of the expectations listed above.

STUDENT signature

PARENT signature

If you have any questions, please feel free to call us at (503) 274-1717. We look forward to meeting you and taking you on a journey into the world of theatre – a journey filled with challenges, discoveries, and fun!

PHOTOGRAPHY RELEASE

I, _____, as legal guardian of

(Camper's name) _____

_____ Give my consent

_____ Do not give my consent

To Portland Actors Conservatory to use his/her photograph for publicity and marketing purposes for Portland Actors Conservatory. I understand that these pictures will be property of Portland Actors Conservatory.

Signature of legal guardian: _____

Printed name of Legal guardian: _____

Date: _____

INDIVIDUAL INSIGHT
Confidential

Our master teachers and staff are here to help support your young actor. Please work with us to keep the lines of communication open. When we know more about your young actor we are better equipped to care for them. This information will remain strictly confidential and not affect any opportunities or their work at camp.

Young actor's name:

Does your child have a diagnosed behavioral issue? If so, what? Is there anything our staff needs to know to care for him/her?

Does the child have any physical issue that we need to be aware of?

Does your child have any challenges with reading/writing?

Are there any other considerations that we need to be aware of to best serve your child?