



## ACT Rules

- 1. Discipline:** In order to maintain a fun, engaging, creative atmosphere, all ACT students will be expected to behave properly and follow the instructor's guidelines. Any discretion will be documented and reported to the parents and Production Coordinator. ACT reserves the right to dismiss any student for inappropriate behavior. See Discipline Policy.
- 2. Drop Off/ Pick up:** Doors are unlocked 10 minutes before rehearsal/ class starts. For safety reasons, the doors will be locked 10 minutes after the start of rehearsal/ class. After rehearsal/class, the doors will be unlocked. If doors are locked when you arrive, you may ring the bell located to the left of the BACK doors. A parent or guardian should come inside to meet the child. If other arrangements are needed send a note authorizing ACT to release your child. If a child is left in our care for more than 10 minutes, a late fee of \$5 will be charged for every 10 minutes until the child is collected. Scheduled rehearsal times are START and FINISH times not ARRIVE and DEPART times.
- 3. Food, Drink, Gum:** No food or drink to be consumed in the theatre area, only in kitchen. No gum allowed in theatre AT ALL. No food or drink allowed on carpeted areas. Only bottled water allowed. Students must remember to pick up after themselves.
- 4. Dress code:** Students are expected to arrive in clothing suitable for unrestrained movement. Comfortable shoes are a must – closed toe & heel shoes – sneakers are perfect. Pants or knee length shorts. Sleeved shirts – no spaghetti straps, tank tops, or other revealing attire are not allowed. When wearing an ACT T-shirt in public, you are a representative of ArtsView Theatre. Good taste and wholesome conduct are expected.
- 5. Visitors:** No teens or children are allowed that are not registered for a workshop, after-school class, or participating in a production. Because of privacy, space, and accident concerns, **absolutely no visitors** in the backstage area before, during, or after performances.
- 6. Personal items:** Personal items need to be kept with student or designated area. Check lost and found box for any missing items.
- 7. Office Area:** No students are allowed in office unless given permission by ACT staff.
- 8. Medical:** Student Information Sheet and Medical Release forms must be completed for all ACT participants.
- 9. Tuition:** Fee includes a t-shirt, any necessary materials and CD if applicable. Replacement fee for lost CD or script is \$5.00.
- 10. Questions:** Please put any questions in note form and leave at the front desk or call and leave a message at 903-236-7535 and someone will get back to you as soon as possible.