



## 2022-23

### Student & Parent Handbook

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Pittsburgh, PA 15234  
(412) 563-5080

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**Find your voice.  
Develop your style.  
Reach high.**

As we embrace our 42<sup>nd</sup> year of operation - we're continuing to follow recommended ***guidelines for children.***

Looking ahead - *We continue to be excited with the response to the ongoing and additional changes* and adjustments we have made in our studios. As with every year, we ask that you please keep in mind the CTA is a community school that currently serves students from 6 different school districts.

Depending on where the students come from, the students may be required to wear face masks for in-person classes moving into the new school year amid the coronavirus pandemic or they could be able to attend class mask-free. This can certainly be confusing for them when they come to the Center for classes.

The CTA will continue to operate and provide instruction **while allowing masks to be optional.** It is what we need to do for our student population and also to help ensure the CTA stays open.

Since the pandemic remains ongoing, **we will continue to remain informed and flexible to any changes that may occur.** We are monitoring local conditions just like the schools and we will continue to review all new federal, state and county guidelines.

### **Moving forward**

In addition to remaining focused on ways to ensure the safest environment for our students, as well as, our talented faculty and staff—We will continue to make adjustments and implemented multiple strategies as needed and – ***we will be close paying attention to changes and potential challenges in the coming year.***

The CTA continues to remain a destination for all children. We have ALWAYS asked what's best for the kids. Thank you for continually entrusting the CTA with your children, rest assured we have taken extensive measures to keep them safe as we welcome our 4th decade of operation.

**Together, we are setting the stage for success!**

Billy Hartung  
Executive Director



## **Mission Statement**

The CTA is dedicated to offering the highest quality performing arts instruction and committed to providing all students with opportunities to improve their self-image and self-confidence through artistic expression.

**Find your voice.**

**Develop your style.**

**Reach high**

As The Center for Theater Arts enters its 42nd year of operation, we are very proud of our history. We currently have students who enter our programs with a wide range of training, stretching from a mild curiosity to those that possess natural ability. By offering a curriculum that explores **expectation, investment, personal accountability** and **process**, we have an opportunity to ground our students with **training, technique, discipline** and an **experience** that will aid them in many aspects of the lives. With an ongoing commitment to best practices in education, you will find we are **student centered** focused on exploring **multiple avenues to success**. Our **knowledgeable instructors and staff** have a **shared commitment and vision** as we move into the 2022-23 school year! With a faculty of over 14 degreed instructors and professional arts educators, the Center for Theater Arts is confident that you will find we are dedicated to our students and united by our mission.

## **Goals & Objectives**

- To provide the highest quality of instruction in the performing arts for children and teens at various skill levels.
- To provide the highest quality educational opportunities in dance, acting, musical theater and voice for children with disabilities, utilizing other students to assist in these classes.
- To provide each student with performance opportunities.
- To offer advice to students and their families with respect to the student's skill level and potential.
- To provide information about opportunities in the arts for Center students.

## **Office Hours**

Administrative Office:

9:00AM to 3:00PM (Monday through Friday)

***Please call for all registration, class placement, and schedule information during these times***

Class/Teaching Hours:

4:00 PM to 9:00 PM (Monday through Thursday)

4:00 PM to 8:30 PM (Friday)

9:00 AM to 3:00 PM (Saturday)

***Did you know the Center can be the recipient of your United Way contribution?  
Please consider electing the Donor Choice option!  
The Center's United Way agency number is 967187.***

*For up to date information about classes, schedules, performances and more  
be sure to visit our website at [www.centerfortheaterarts.org](http://www.centerfortheaterarts.org)*

## Getting to Know You

### ***Class Attendance***

Regular attendance is necessary for any student to progress in a performing arts education. In classes where ensemble work or rehearsals are the focus, (Theater Company, Showstoppers, Performance Workshop 1,2,3 and 4, High School Musical & the All School Musical) **attendance is essential**. Progress in rehearsal is impossible without regular attendance. Students whose absences are detrimental to the project may be re-cast or dismissed from productions or performance companies.

Students who miss a rehearsal due to illness must call the Center out of respect for the director and cast. If you have *previously scheduled conflicts* due to religious holidays, required school activities, or family travel must inform the instructor **before the first rehearsal**.

### ***Class Cancelations***

The Center makes every effort to hold classes when possible. On days when weather may dictate class cancellation, the Center will have complete information on the school answering machine by 2 PM weekly or 8 AM for Saturday classes, KDKA, and WTAE will also broadcast information. In addition, we will send email notification to students who have provided their email and will post on our facebook and website pages. Please note that on days when "regular" school may be cancelled, conditions may improve enough by the end of the day for the Center to hold classes. Also, the opposite may hold if conditions worsen - please be sure to check before dropping off students.

**The Center cannot be responsible for providing make-ups for missed classes when student illness or family obligations prevent attendance.**

### ***Tardiness***

A major part of the study of the performing arts involves commitment and self discipline. Tardiness is disruptive to the entire class. Further, warm-up is essential to prevent injury in all dance and voice classes. Students must make every effort to be punctual. The faculty member conducting a class has the right in his/her discretion to exclude a tardy class member from the class for that period.

### ***\*Student Pick-up and Drop-off\****

Parents - please do **NOT** block the parking lot when dropping off or picking up students! Pull close enough to the building or park so other traffic can pass without disruption. *You may not stop and wait for drop off or pickup by the front door; parking spots are available to park and wait.*

**Also, please note that the Center is unable to provide supervision or child care and is not responsible for the safety and well-being of students who are dropped off more than 10 minutes before classes begin or who are picked up more than 10 minutes after a class is completed. While circumstances can occur that a parent may be late, please understand that it is often stressful and embarrassing to your child to be left waiting and Center staff cannot "baby-sit."**

## Student Information

### **1. Curriculum & Performance**

#### ***Program Overview***

The Center offers performing arts classes for students of all skill levels, from pre-school through high school graduation.

Classes in our **Musical Theater** Department allow students a chance to discover their individual talents and interests while exploring the basics of singing, dancing, and acting. Musical Theater classes focus on fundamental performing arts skills, emphasizing creative expression and fun.

Classes in **Voice, Dance, and Acting** emphasize skill development and are intended for those students who wish to increase their mastery in these areas.

**Junior Division** classes are offered for beginning students ages 4—7 and higher level placement is available for those who progress in their studies.

**Student Division** classes are offered for students ages 7-13

**High School Division** classes are offered for students grades 8-12

**Performance Classes** require regular attendance and outside preparation.

**Special Actors Program:** a full year of musical theater performing arts classes for student with special needs ages 7-Adult. These classes are funded by grants from Charitable Foundations.

### ***Productions & Special Events***

All casting information for performances, special events, and more will be on the website

### ***Center Productions***

Center productions include the High School Musical, the All School Musical, Performance Workshops, Theater Company, Students whose schedules do not permit regular attendance should not audition or register for productions.

Participation in these groups requires commitment to the company and an understanding that an individual's involvement impacts the entire ensemble.

The **All School Musical** which is performed in the spring is open to any registered Center student, from third grade through eighth grade. No auditions are necessary to become a cast member, and all members have guaranteed participation. The Center's **High School Musical** is open to all students eighth grade through twelfth grade, and like the All School Musical, does not require auditions to become a cast member, however, you must be registered in a class to participate.

### ***Casting Policy***

It is the policy of the Center to provide performance opportunities that give all students a place to reach for a star.

***All casting decisions are made by the director of a specific production or performing company with the final approval of the Executive Director. These decisions incorporate many considerations. We strive to make the best possible choice for the project, the students, and the school. It is improper for any parent or student to seek to overrule a director's casting choices.***

***All decisions of the director are final.***

## ***Musical Theater for Students with Special Needs***

The Center offers free classes for students and adults with special needs ages 6 and up. They are funded by the Earl Knudsen Charitable Foundation, the Dollar Bank Foundation, the FISA Foundation, Dollar Bank Foundation, Highmark Blue Cross and Blue Shield and BC/EFA Broadway Cares "Quality of life" Grant.

Classes meet weekly and follow a musical theater format. Students are placed in age appropriate levels and work with a qualified team of teachers, assisted by student aides. A year-end musical performance is held each spring that is open to family, friends, and the public. All interested students and parents should contact our offices for more information about curriculum, registration, and placement.

## **2. Student Conduct and Policies**

### ***Class and Performance Guidelines***

The study of the performing arts teaches respect for individuals and the ensemble. It is expected that all students will treat each other with kindness, consideration, and respect. The Center seeks to create a nurturing environment for all of our students. Lack of respect or bullying of any kind will not be tolerated.

Should a student become disruptive or have a discipline problem, the instructor will ask the student to correct the undesirable behavior. If the student fails to do so, he or she will be sent to the reception area and a parent will be notified by phone to pick up the student. To re-enter the class, the student and a parent must meet with the Executive Director to address any future inappropriate conduct. In cases where disruptive or disrespectful behavior continues, the student will be dismissed from the program and must apply for re-admission.

### ***Class Placement Policy***

Our goal is to establish a placement for each child that affords the greatest chance of success and opportunity. The Center appreciates each family's busy schedule, yet placement with an inappropriate age or level will not afford a positive experience. The faculty and Executive Director consider the following factors in no specific order:

1. The child's intellectual emotional and behavioral development, stage presence, and needs
2. The child's physical and social maturity
3. The child's interactions with other students
4. The age of the child
5. The "social dynamics" factors within the Class/performance
6. The number of years of performance experience

While the Executive Director considers the needs of each student, along with faculty input and parental/guardian requests, the Executive Director has the final decision on all student placements.

### ***HARASSMENT POLICY***

All CTA students and faculty have a responsibility for maintaining high standards of conduct and ethical behavior. Conduct, which violates these standards, will not be tolerated.

The Center is committed to a educational & performance based learning environments that are free from any form of harassment. Harassment (inappropriate comments and actions) adversely affects performance and social conditions for students and is unacceptable. Any incident of harassment will be regarded very seriously and may be grounds for disciplinary action by the Executive Director. Persistent or gross harassment and, in particular, bullying, sexual or racial harassment will be treated as grounds for disciplinary action including dismissal or expulsion from the Center. CTA is committed to having students "reach for a star" and we want to ensure all of our students have that opportunity.

## ***Equal Opportunity Policy***

CTA prohibits discrimination on the basis of race, color, religion, sex, age, national origin, veteran status or disability. All students are guaranteed the same performance opportunities. No person, no matter his/her title or position, has authority, expressed, actual apparent or implied, to discriminate against another person at the Center



## **DRESS CODES**

### ***Dance/ Jazz Dress Code***

**Solid colored leotards and tights in student's choice of color; unitards and jazz pants are permitted,** jazz oxfords or ballet slippers are all permitted. **Absolutely no loose fitting T-shirts, shorts or sweat shirts of any kind.** This is so the instructor is able to see the proper alignment of the body. During the winter months, close fitting layers or leg warmers and dance sweaters may be worn. Hair is to be clipped or pulled off the face. OR:

Solid colored T-shirts, slim fitting sweat pants or jazz slacks in gray or black. Jazz oxfords permitted.

### ***Hip-Hop Dress Code***

Leotards or close fitting tee's and camis are permitted and jazz pants or comfortable pants may be worn, no jeans. Sneakers or jazz sneakers may be worn with hair off the face.

### ***Tap Dress Code***

Same dress code as jazz. Tap shoes are required. Flat tap shoes for girls under the age of 12 unless special permission is granted by the instructor for heeled tap shoes.

### ***Voice Dress Code***

There is no specific dress code for voice. Students should dress in a comfortable and appropriate manner.

### ***Acting/Musical Theater/Performing Arts Dress Code***

Although there is no specific dress code for Acting, students should wear comfortable clothing that allows for movement.

Musical Theater- Crocs, sandals, open toes shoes, dresses, and skirts are not appropriate. Physical exercise and dance movement are elements of these classes; therefore, soft soled shoes are needed, dance shoes are preferred.

#### **4. Health & Safety**

We strive to be sensitive to individual health concerns and to ensure student's safety and well-being while participating in Center programs. We make every effort to maintain our property, to communicate with public agencies, and to understand the special needs of our students.

**\*If there are any special considerations, conditions, needs, concerns or other information that may impact your child experience in the classroom please feel free to communicate with the CTA office.**

**It is in the best interest of the student if the Center is made aware of any medical or behavioral conditions which may require additional attention. All information is confidential.**

For safety, parents should note that siblings who are waiting must be supervised at all times in the hallways of the building.

Please be alert to the drop off and pick up area of the parking lot and entrance area so your child does not run out into traffic in the lot.

#### ***Medical Emergency***

In the event of a medical emergency, the student will be brought to the front desk, if possible. If the student's condition can be managed by the office, (i.e. band aides or ice), Center staff will handle the problem.

If the emergency requires immediate professional medical attention, the following sequence will occur:

1. 911 will be notified.
2. Parent/guardians will be notified.
3. Faculty or staff member will remain with student until help arrives.

The Center uses information provided from current registration forms. It is therefore essential for all registration forms be filled out completely with phone contact information. Each student is required to have completed an Emergency Contact on their registration form. Should your child become ill, we will refer to this form to contact you. It is important that you provide the names of adults who are able to provide transportation for your child on the card if we are not able to reach you. If this information changes during the school year, it is important that you notify the front desk as soon as possible.

#### ***Physical Site Safety***

The Center is located in a building inspected and certified by the Department of Labor and Industry, which assures compliance with fire and safety codes in general building operations.

The Center's main program site is accessible to the physically handicapped, (ADA compliant) in all classroom and restroom facilities. All efforts will be made to accommodate students with special medical or physical handicaps, specified in a physician's statement or waiver of participation.

#### **5. Communication**

##### ***Emails and Facebook***

The Center uses the website and email as the main form of communication. Announcements are also posted on Facebook.

##### ***Additional Communication***

Please see our Website for up upcoming CTA information and events. As a reminder, notices of upcoming events. In addition, flyers may be distributed in classes; however, children do not always remember to deliver them, so please check with your children after classes to see if they have received any new Information.

Parents and students who wish to participate in Center programs, performances, and special events need to consult the Website for calendar, and/or check the callboard regularly.



Our answering machine also contains information and announcements of upcoming projects and events at the Center. Although all of these efforts to communicate are taken **the Center needs your working e-mail address to maximize the opportunity for you to receive all information.** The Center cannot be responsible for the failure of any individual or family to receive information if email is not provided. **[www.centerfortheaterarts.org](http://www.centerfortheaterarts.org)**

### ***Lobby Etiquette and Supervision***

Students and siblings must be respectful of other families, office staff, building tenants, and property while waiting in the lobby or in the building hallways. Young children must have a parent or guardian with them at all times **for their own safety.** Children are not to be unattended in the hallways of the building. For your child's safety this policy will be strictly enforced. **The Center does not assume any responsibility for unattended children.**

### ***Class Observation***

In order to enhance student creativity and interaction, we ask visitors to refrain from observing classes except for scheduled observation weeks. During these scheduled times, visitors are invited to sit in the classroom to observe their child's progress. These are held in the middle of each session and will be announced on the Center WEBSITE ,email efforts, and on the callboard.

**\*Sustained "peeking" through the windows and waiting in the hallways disrupts class continuity, inhibits participation of the students, interferes with other business in the building, and often embarrasses the child. Please wait in the Center's lobby area.**

### ***Parent/Teacher Conferences***

A parent may request to meet with the Executive Director any time during the year. Parents should call the office to schedule an appointment. Parents who wish to discuss concerns can call the Center between 10:30-3:30 Monday through Friday to meet with the Executive Director.

## **Registration and Admission**

The Center's year consists of a 30 week school year, (from September through April, in three 10 week sessions, and summer sessions.

Registrations for all classes are accepted on a rolling admissions basis (first come, first serve). All class sizes are limited and may be closed without notice. The Center reserves the right to cancel, re-schedule, or change classes and/or instructors as necessary.

To secure enrollment in a selected class, please complete the online registration and payment .Enrollment and payment can also be done in person.

Center office hours for all business such as class registration, schedule information, student placement, etc. are:

Monday - Friday: 9AM -3 PM.

Please call (412) 563-5080 during that time.

Admission into any class beyond those clearly noted as "entry level" is subject to the consent of the instructor. Placement will be determined by the faculty and/or the Executive Director by audition, interview, or during the first two classes.

*Please note that certain extra criteria concerning regular attendance, additional class study, dress code, and outside work may govern participation in higher level classes.*

### ***Payment of Tuition***

Tuition for all classes, workshops, and performances may be paid through the Center's web-site or in person. Parents are responsible for full payment of tuition regardless of attendance **unless** the student withdraws *before the third class, at which time refund is prorated*. All class fees and registrations are listed per semester. Payment can be made by check, cash, Visa, MasterCard, Discover or American Express.

### ***Refunds***

Before the first day of class, the **Center** will refund 100% less a \$10 registration fee. If a student withdraws *before* the third class, a pro-rated refund will be given, less \$10 registration fee. ***No refunds will be granted after the third week of the semester.*** Any balance due after withdrawal must be paid in full.

### ***Tuition Assistance***

Financial aid is available for students who qualify for the school lunch program under federal and state guidelines. One class per student per semester is covered at a cost of \$25.00.

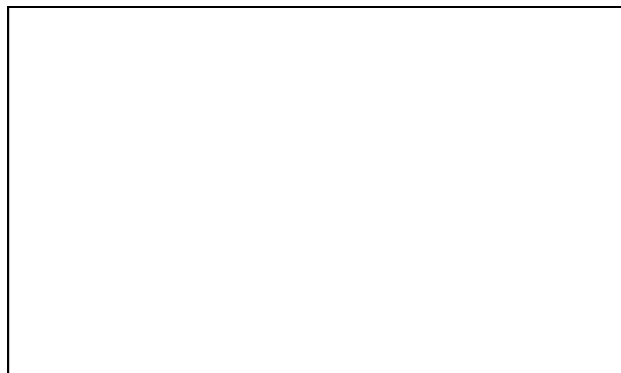
Parents must complete a Center registration and a scholarship form along with a letter from the school district stating qualification of lunch program.

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The Center's United Way agency number is 967187.***

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