



**The Edge Performance Academy
Policy Handbook**

Table of Contents

The Edge Theatre Contact Information & Mission Statement	1
Operational Policies (in alphabetical order)	
Behavior Correction Policy	2
Child Abuse Reporting Standards, Child Care Policy	3
Harassment Policy	5
Late Pick-up Policy	6
Professional Conduct Policy	7
Scholarship Policy	8
Withdrawal Policy	9



Contact Information

Address:

9797 W. Colfax Ave.
Lakewood, CO 80215

Phone:

303-202-1163 (Contact: Mark W. Smith)

Email

performanceacademy@theeproject.org

Website

www.theeproject.org → click on “Academy”

The Performance Academy Coaching Staff

- **Mark W. Smith** (Contact and Registration)
- **David Lange** (Adult Improv – 18+)
- **Kevin Scott** (Teen Classes & Camps)
- **Nessa Young** (Youth Classes & Camps)

Mission Statement

The Edge Theater Performance Academy is dedicated to developing character in children and adults through the performing arts. Its purpose is to provide high quality performing arts education opportunities for Lakewood and the surrounding area.



Behavior Correction Policy

A main focus of The Edge Theatre Performance Academy is to foster a nurturing and respectful environment for both students and adults involved in the organization. On occasion, when behavior-related conflicts arise, Performance Academy staff will respond in a consistent and respectful manner to alleviate conflicts and to ensure the well-being of all participants in the program.

Behavior is taken into consideration at various decision-making opportunities throughout Performance Academy sessions. While it is important we remember that we are working with children and that minor incidents are to be expected, we do need to work to resolve chronic behavior issues that are disruptive to classes and/or camps. The following policy represents The Edge Theatre Performance Academy's approach to addressing behavior conflicts during any Performance Academy sessions or productions.

- Bullying and dangerous behavior that affects the student, other students, or any adult in charge will be immediately reported to the instructor of the session or camp, and parents will be notified within 24 hours of the incident. Such behavior impedes the safety of others participating in the event and is grounds for a child's removal from the camp or class. Session refunds will not be offered for a child removed under these circumstances.
- Disrespectful behavior toward any adult in charge or other student, use of profane language, or willful disobedience is unacceptable behavior. Excessive or persistently disruptive behavior will also be considered as disrespectful or disobedient if the student has been asked to stop the behavior (either individually or in a group setting) and the behavior hasn't been corrected. Behavior issues will be addressed as follows:
 1. **1st incident:** The adult in charge who witnesses the behavior will privately talk one-on-one with the student to address the unacceptable behavior. The student will be informed that he or she must make a change in his or her behavior to avoid further punitive actions. The adult in charge will document the verbal warning and behavior within 24 hours.
 2. **2nd incident:** The adult in charge will speak privately with the student and tell him or her that this behavior must not occur again. The student will be reminded of the behavior contract that he or she signed at the beginning of the session, and he or she will be informed that further participation in the program is at risk if immediate action is not taken to correct the behavior. The adult in charge will contact the student's parents/guardians and inform them of the student's actions. The adult in charge will document all discussions and activity regarding this incident within 24 hours.
 3. **3rd incident:** The adult in charge will contact the student's parents/guardians and request they pick up their student. The adult in charge will contact the Education Team Leader (David Lange) and inform him of the documented incidents. The Education Team Leader will contact the parents/guardians to set up a meeting with both the student and parents/guardians to discuss the student's further participation in the program. Should the student be allowed to continue participating in the program, the Education Team Leader will stay in contact with the parents/guardians during the remainder of the program to keep them apprised of the student's progress. Further infractions will result in automatic dismissal from the program with no opportunity for refund.



Child Abuse & Reporting Standards/ Child Care Policy

Harm to a child caused by an adult or older child which is not accidental (although it might not be intentional) is considered child abuse. It may take the form of physical abuse, emotional abuse, or sexual abuse. Further, depriving a child of the basics necessary to sustain health and hygiene is considered neglect.

All should be aware of the health of each child and remain alert for signs of possible abuse as they enter Performance Academy-related activities. Signs of abuse may include bumps, cuts, bruises, burns, etc. that seem abnormal and not part of the normal “wear-and-tear” a child experiences, or unexplained and extended changes in behavior. Sexual abuse may also be accompanied by difficulty in walking, undue attention or touching of private areas, disarray of clothing, reluctance to be left in the presence of a particular individual, age-inappropriate familiarity with sexual matters, or inappropriate acting out of a sexual conduct.

Signs of child abuse are often unclear and may signify something in the experience of the child other than abuse. For this reason, consider approaching the parent or child with non-threatening and non-accusatory questions or comments to determine if there is a credible explanation for the condition causing concern before making a decision as to what action to take.

Under section 11166 of the Penal Code, The Edge Theatre Performance Academy is considered a “child care custodian” with respect to the Performance Academy. As such, Performance Academy employees who have knowledge or observe a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects is the victim of physical or emotional abuse must report this information to his or her immediate supervisor. Additional information regarding your responsibilities is contained in the “Child Abuse Reporting Process” section.

If you feel a child is in immediate danger of bodily harm and you cannot reach your immediate supervisor or someone else at the Performance Academy in a position to deal with the situation, call the Child Abuse Hotline or the comparable service in your area and report the abuse.

Those found to be in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of involvement with the Performance Academy.

In addition to the reporting obligations, employees and any individuals working with children are required to adhere to certain guidelines. These include:

- Performance Academy minors will not be permitted to possess or consume alcoholic beverages.
- Adults are never to leave a child unsupervised.
- Under no circumstances release a child to anyone other than the authorized parent, guardian, or other adult identified by the parent on the Medical & Photo Release form.



Child Abuse Reporting Process

Section 11166 of the Penal Code requires any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in her or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving information concerning the incident.

“Child care custodian” includes teacher, administrative officers, supervisors of child welfare and attendance, or certified pupil, personnel employees of any public or private school; administrators of a public or private day camp; administrators or employees of youth recreation programs; licensed day care workers; administrators of community care facilities licensed to care for children; teachers, licensing workers or licensing evaluators; public assistance workers; employees of child care institutions, including, but not limited to, group home personnel and personnel of residential care facilities; and social workers or probation officers.



Harassment Policy

The Performance Academy is committed to creating an environment that is free of discrimination and harassment based on race, gender, religion, age, sexual orientation, national origin, disability, genetic characteristics, or any other classification protected by law. Offensive or harassing behavior against anyone will not be tolerated. This policy covers Performance Academy volunteers, teachers, assistants, administrators, or others involved in Performance Academy activities, as well as employees. Those found to be in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of involvement with the Performance Academy.

No one involved in Performance Academy activities is exempt from this policy. Offensive conduct or harassment of an unlawful nature based on race, color, religion, age, sex, sexual orientation, national origin, disability, genetic characteristics, or any protected status is prohibited.

To promote the goals of this policy, the following conduct is not permitted. Prohibited conduct includes but is not limited to:

1. Conduct that is unwelcome by the person it is directed towards.
2. Offensive physical actions, written or spoken language, and graphic communications
3. Any type of physical contact or touching when the action is unauthorized or unwelcome by the recipient. In general, minors are not to be touched. Exceptions arising in the classroom setting to this rule must be approved by the Education Team Director.
4. Profanity or making slurs, jokes, writings, drawings, gestures that are offensive, and conduct of a sexually suggestive or provocative nature.
5. Making comments likely to humiliate, degrade, shame, or threaten.
6. Dating by employees, volunteers, assistants, or administrators of participants under the age of 18 years unless approval is secured from the Education Team Director or someone of similar authority.
7. Bringing or discussing inappropriate materials, sharing intimate details of one's personal life, or intimate displays of affection at Performance Academy-related activities.
8. Staff members placing themselves in a position where they are alone with a single child and cannot be observed by others during Performance Academy activities or outside of Performance Academy activities without written parental permission.

Harassment is a form of discrimination. Supervisors and managers must report all allegations of harassment to the Education Team Director for investigation. The investigation may be conducted internally, or the organization may choose to utilize an outside investigator.

Anyone who believes he or she is being discriminated against or being harassed should immediately report the conduct. Complaints should be made promptly to the Education Team Director. All complaints will be handled discretely and promptly and will be thoroughly investigated. Prompt remedial action will be taken should the Performance Academy conclude that harassment or other misconduct has taken place. Complaints made in good faith will in no way be held against an employee. Under no circumstances will an employee be penalized or retaliated against for reporting what they believe in good faith to be harassment under this policy. On the other hand, the filing of frivolous or false claims is an equally serious offense. An employee who is found to have willfully and intentionally filed a false or frivolous claim of discrimination or harassment will be considered in violation of this policy and therefore subject to disciplinary action up to and including termination of involvement with the Performance Academy.

You may also pursue any charge of sexual harassment with the Department of Fair Employment and Housing and the Fair Employment and Housing Commission or with the federal Equal Employment Opportunity Commission.



Late Pick-up Policy

The Performance Academy's leadership will make every effort possible to protect the safety of students, teachers, and staff. To this end, we will make certain that a student is never left unattended after class sessions or rehearsal sessions are over and will therefore implement this late pick-up policy.

1. Parents must pick up their students at published/scheduled dismissal times. Performance Academy teachers and assistants will make certain students are dismissed and leaving the premises on time as published/scheduled.
2. Students who are still waiting for pick up at 10 minutes past the dismissal time will be asked to sign a log out sheet maintained by the instructor. At this time, a late pick-up fee of \$1.00 per minute will be imposed. Once the student is picked up, the individual claiming the student will be asked to sign the log out sheet. At this time, the late pick-up fee will cease. The Performance Academy will invoice the family for the fee within one week of the fee being imposed.
3. Late pick-up fees are due and payable upon receipt of the invoice. Students with outstanding balances on account will not be eligible to register for subsequent sessions.
4. Parents who know in advance that they will be late in picking up their child must contact the Performance Academy at least one hour prior to published/scheduled dismissal time.
5. If Performance Academy teachers or staff members are aware that they will need to dismiss students late, a phone call will be made to families at least one hour prior to published/scheduled dismissal time.
6. If a student has not been picked up one hour past published dismissal time, and authorized emergency contact individuals cannot be located, then the Performance Academy personnel will contact the local law enforcement authorities to obtain assistance.

We appreciate your efforts in maintaining a mutually respectful relationship between our staff members and parents by supporting this policy.

Professional Conduct Policy

The Professional Conduct Policy, in conjunction with the Harassment Policy, has been developed to clearly communicate conduct and behavior which is appropriate at the Performance Academy-related activities. Compliance with the following is mandatory, and any violation thereof is grounds for termination and/or exclusion from Performance Academy-related activities.

- Personal appearance must be clean, neat, and appropriately attired.
- Using, possessing, or being under the influence of illegal drugs, or being under the influence of alcohol while at a Performance Academy-related function is prohibited.
- Smoking or use of tobacco in the presence of children or parents while at Performance Academy-related functions is prohibited.
- Respond to all with respect and consideration, and treat all equally regardless of sex, race, religion, or culture.
- Portray a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.
- The Performance Academy Mission Statement is:

The Edge Theater Performance Academy is dedicated to developing character in children and adults through the performing arts. Its purpose is to provide high quality performing arts education opportunities for Lakewood and the surrounding area.

Performance Academy teachers, assistants, and other employees are required to support the spirit and objectives of the Mission Statement.



Scholarship Policy

Requests for scholarships are accepted from any family who wants to participate in Performance Academy classes and/or camp programs but is experiencing financial difficulties.

Scholarships awarded may be applied towards tuition for classes and/or summer camp sessions. Applicants must be willing to submit financial information in order to be considered for a scholarship award.

Scholarships are not awarded to cover the costs of production-related fees or production t-shirts, make-up kits, or costume items.

Scholarships can assist the recipient family in paying for registration tuition up to 100% of the tuition cost. Families can obtain a Tuition Scholarship Application form online at <http://www.theeproject.org>. **Forms must be submitted prior to the first day of class or camp along with a copy of the first two pages of the prior year's Federal Income Tax Return.** Late scholarship applications cannot be accepted. Please mail all applications to: Mark W. Smith, Scholarship Advisor, 9797 W. Colfax Ave., Lakewood, CO 80215. The application will be evaluated and processed for immediate consideration. The applicant will be notified of the size of scholarship via a written letter/email.

Scholarship requests will not be accepted after the first scheduled class or camp meeting has occurred.

Account balances will not be carried over from one session to another. If account balances have not been paid in full by the end of the current session, the student will be ineligible to enroll for subsequent sessions until such time that all account balances have been settled. Please direct all financial questions and discussion to Mark W. Smith at performanceacademy@theeproject.org.

Scholarship awards are not transferable. This policy is subject to change at any time.



Withdrawal Policy

Students enrolled in a Performance Academy class or camp can withdraw by following the Withdrawal Policy stated below. A **Request to Withdraw** form must be completed to initiate the withdrawal process in all cases. This form can be downloaded at <http://www.theproject.org>.

Students who withdraw can choose to defer the tuition paid on account for a future session by making arrangements with the Performance Academy. To initiate this option, send an email to Mark W. Smith at performanceacademy@theproject.org. Deferrals will only remain on account for one Performance Academy program year. If the student does not use the deferred tuition within that time period, the refund will be waived.

Students who withdraw from a class or camp prior to the first session and do not choose the deferral arrangement stated above will be refunded the full amount less a \$25 processing fee. The manner in which the tuition was paid will be the same manner in which the refund will be processed.

No refunds will be issued after the class or camp has begun.

All outstanding balances on account must be paid in full for the student to be eligible to register for subsequent sessions.