


Oklahoma Shakespearean Festival

Academy for the Performing Arts

Student Handbook

2021-2022







Investing in the arts means...

...investing in individuals. Keeping the arts and arts education accessible allows everyone, regardless of age or cultural/socioeconomic background, to discover new skills, passions, even a sense of identity and self-worth. It teaches empathy, imagination, discipline, expression, and joy. It provides every unique voice with a stage. Individuals who have been invested in in this way can create a better, well-rounded, collective community. Investing in the arts means investing in a brighter future for all.

Oklahoma CARES Grant



NATIONAL ENDOWMENT for the **ARTS**
arts.gov

PURPOSE

The Oklahoma Shakespearean Festival was founded on the premise that it would serve as a training ground for future theatre artisans. Part of that training is making well-rounded performers as well as teachers of the craft to ensure the continuation of the cycle.

CLASS DESCRIPTIONS:

- **Ballet** - Ballet is the “backbone” of all dance training. In ballet, the student will learn grace, elegance, technique, discipline, flexibility, stamina, and endurance. We strongly feel that ballet is the most important dance form that a child or adult can study.
- **Tap** - Tap is one of the oldest dance forms in this country. Students are taught rhythms, timing, and leg/foot coordination done to various types of music. We teach all types of tap from standard basics, musical theatre tap, to funky rhythm tap. Students will receive well-rounded knowledge of all types of tap.
- **Musical Theatre Dance (Jazz)** - Musical theatre is less of a particular style, and more of a description of dancing that is rooted in the diverse history of Broadway musicals. Relying heavily on a knowledge of ballet, tap and jazz, musical theatre dancers are, first and foremost, actors and place a high focus on musical interpretation.
- **Pointe** - This style of dance is a more advanced form of ballet with specific shoes that allow for dancing on the tips of the toes. Dancers in this class must be approved and must be enrolled in TWO ballet classes.
- **Musical Theatre Voice/Solo Voice** - Students will be trained in the classical style of singing. Goals for the course will include development of technical proficiency, growth in artistic interpretation, and building of repertoire in art through song and dance. Musical Theatre Voice is a group class where material presented will be from Broadway musicals. Solo Voice is a one-on-one experience where the student can select songs that are contemporary. Students in Solo Voice must also be enrolled in Musical Theatre Voice.
- **Drawing** – This class will focus on building fundamental drawing skills. Students will learn basic techniques such as shading, controlling tones, composition, and drawing methods. Additionally, students will learn how to see with an artist’s eye and capture what is seen on paper.
- **Acting** – In this class, students will improve their vocal control, read, and analyze a play, create characters, understand the character’s motivation, communicate well with others, and perform materials realistically.
- **Stage Makeup** – Stage makeup will expose the student to the various aspects of theatrical makeup. Students will learn about products, tools, and techniques of makeup application for the stage including basic highlight and shadow, character makeup, old age makeup, fantasy makeup and injury.
- **Stage Dialects** – This course provides a survey of the basic techniques for learning and applying stage dialects. Students will receive instruction in selected dialects that are frequently used by the American actor.

DRESS CODE

MUSICAL THEATRE DANCE AND TAP CLASSES: Dance attire must always be worn in class. Jeans are not allowed. Hair must be secured away from the face. No large or loose-fitting jewelry. Musical Theatre Dance students are asked to wear TAN jazz shoes. Tap students are asked to wear BLACK tap shoes. Students are to wear the appropriate style shoes during class. Dancers are to wear leotards in the color of their choice along with dance bottoms: tights, dance skirts, jazz pants, or leggings.

BALLET, PRE POINTE, AND POINTE CLASSES: For ballet, pre-pointe and pointe, all female dancers must wear a black leotard, pink tights, and pink ballet shoes. A ballet skirt or shorts may be worn over the leotard. Hair should be secured back in a bun or ponytail. ONLY STUDENTS ENROLLED IN POINTE SHOULD PURCHASE POINTE SHOES.

Pre-pointe students will NOT wear pointe shoes. For male dancers, a white t-shirt, black, tight-fitting pants, and black ballet shoes should be worn.

FITNESS CLASSES: For fitness class, all students must wear either dance attire or appropriate clothing in which to exercise. Jeans are not allowed. Hair must be secured away from the face. No large or loose-fitting jewelry. Students are to wear tennis shoes with socks during class. Fitness students can wear a leotard, or t-shirt in the color of their choice along with bottoms: shorts, sweats, tights, dance shorts, jazz pants, or leggings.

MUSICAL THEATRE VOICE, ACTING, STAGE MAKEUP, STAGE DIALECTS, DRAWING, SEWING and PIANO CLASSES: School-appropriate clothing, or dance attire can be worn.

Failure to comply with the dress code may result in not being able to participate in class.

ATTENDANCE

A student cannot progress unless a strong foundation has been laid. Therefore, regular attendance is VERY important. It is HIGHLY recommended students attend each class because we learn not only the fundamentals, but the elements they will perform in the recital. If you know your child will be absent from class, please let a staff member know as soon as possible by calling the OSF office (580) 745.2712, email, text the Remind app, or send a message through Facebook.

With that in mind, please do not allow your child to attend class if they have a fever, or have had a fever within 24-hours. Students who have vomited, should not be brought to the Academy for the Performing Arts until 24-hours have passed with no vomiting. If your child is on antibiotics, please ask the doctor when it is appropriate for your child to resume normal activities.

CHARACTER TRAITS

Character education is the deliberate effort to help people understand, care about and act upon core ethical values.

The following character traits are essential life skills. These traits should be modeled and maintained by adults and students. These are the cornerstones of good character!

- **Respect** - Showing high regard for self, others and property.
- **Responsibility** - Being accountable for individual behavior.
- **Honesty** - Being truthful in word and action.
- **Caring** - Showing concern for the well-being of others.
- **Justice and Fairness** - Demonstrating impartial, unbiased and equitable treatment for all.
- **Citizenship** - Being an informed, responsible and caring participant in the community.
- **Courage** - Doing the right thing in the face of difficulty and following the conscience instead of the crowd.
- **Perseverance** - Staying the course and not giving up; demonstrating commitment, pride and a positive attitude in completing tasks.
- **Hope** - Believing in success.

CLASS CANCELLATIONS

Should weather conditions make it unsafe to the students, the Academy for the Performing Arts will cancel classes and notify parents through email and the Remind App. Make-up classes will not be offered unless the instructor cancels a lesson.

ZOOM

If your child is sick, in quarantine, or does not live in this area, they will be able to ZOOM into class. A parent needs to email rcoker@se.edu by NOON if a student needs to ZOOM into class. Monthly rates still apply.

MASKS, SOCIAL DISTANCING AND WAITING ROOM POLICIES

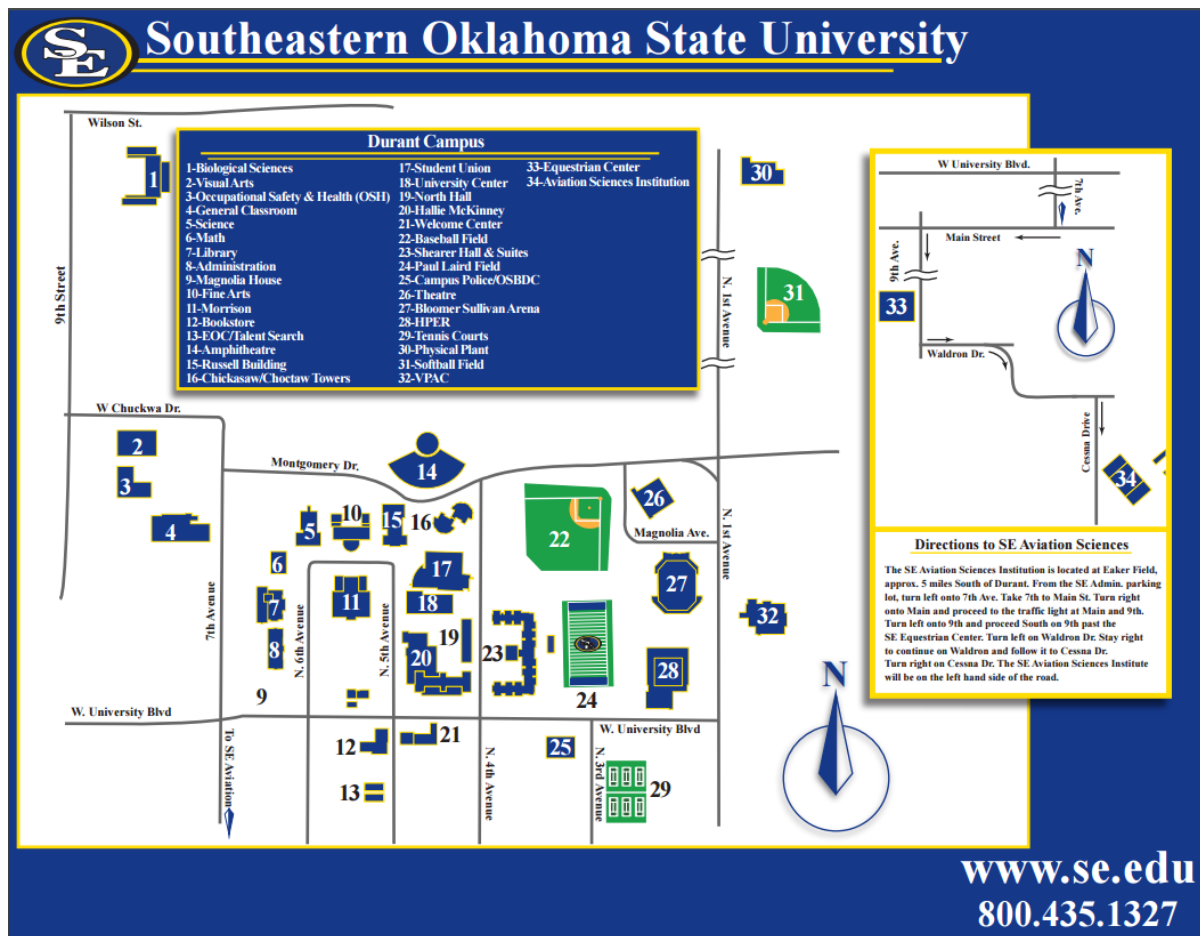
Unless otherwise announced by Academy staff, **students and caregivers will be required to wear a mask at all times while in any of the buildings with the Academy for the Performing Arts regardless of vaccination status.** Social distancing will also be required.

Additionally, parents and/or caregivers will NOT be allowed to wait in the buildings while children are in class. Parents and/or caregivers may enter the buildings with their child to assist them getting ready for class. However, once the child enters the classroom, parents and/or caregivers must leave the building.

LOCATION

Classes will be held in the Visual and Performing Arts Center and in the Theatre Playhouse. Parents are welcome to watch class if it does not disrupt the children's progress. Dressing rooms and bathrooms are available for student use.

The VPAC is building #32 in the lower right-hand portion of the map. The Theatre Playhouse is #26.



ENROLLMENT DAY



Oklahoma Shakespearean Festival's
Academy for the Performing Arts

ENROLLMENT DAY!

GENERAL ENROLLMENT:

Saturday, 14 August 2021

1:00-4:00pm

Visual and Performing Arts Center

On Your Toes Performance Wear

will be on hand with all your dancewear needs!

We will not be taking any early enrollment packets. If you cannot attend our enrollment date, you may fill out paperwork and it will be processed Monday, 16 August.

Classes begin **Tuesday, 07 September 2021!**

Recital is **Saturday, 30 April 2021**

We will have FIVE recitals (9am, 11am, 1pm, 4pm and 6pm) in Montgomery Auditorium!



SCHEDULE

This schedule is subject to change based on enrollment.

MONDAY				TUESDAY				WEDNESDAY				THURSDAY			
VPAC	PLAY	DRESS	GREEN	VPAC	PLAY	DRESS		VPAC	PLAY			VPAC	PLAY	DRESS	
04:15-05:00pm	04:15-05:00pm	04:15-05:00pm		04:15-05:00pm	04:15-05:00pm	04:15-05:00pm		04:15-05:00pm	04:15-05:00pm			11:00-11:45am	04:15-05:00pm	04:15-05:00pm	
Fitness	MT Dance (Level 2)	Sewing		Musical Theatre	Combo %	Acting I		Ballet (Level 1) **	Ballet (Level 2)			Acting @	MT Dance (Level 1) **	Acting II	
05:00-05:45pm	05:00-05:45pm	05:00-05:45pm	05:00-05:45pm	05:00-05:45pm	05:00-05:45pm	05:00-05:45pm		05:00-05:45pm	05:00-05:30pm			11:45-12:30pm	05:00-05:45pm	05:00-05:45pm	
Musical Theatre	Tap (Level 4)	Sewing	Stage Dialects	Tap (Level 3)	Tap (Level 2) **	Drawing		Advanced Ballet #	Pre Pointe #			Musical Theatre @	Advanced Tap #	Anime	
		05:45-06:30pm				05:45-06:30pm		05:45-06:30pm					05:45-06:30pm	05:45-06:30pm	
		Sewing				Stage Makeup I		Pointe #					Advanced Jazz #	Stage Makeup II	

Riley	
Becky	
Jenny	
Melisa	
Kelly	
Sara	
Amber	
Ashley	
Lauren	
Jorja	

Classes for ages 3 and 4	%	Classes for homeschool students	@
Classes for ages 7 and younger	**	Classes with permission required	#

DANCE SOLOS

- Private lessons to learn a solo are on a day and time of your choosing
- Solos are \$250
- \$200 is due at their first lesson when choreography is taught
- \$25 is due at each of their cleaning sessions
- All payments must be in cash and paid at the beginning of each lesson.
- Costumes are an additional charge.

PRIVATE PIANO WITH MISS JORJA

- Private piano lessons must be scheduled at enrollment
- Lessons are one day per week for 30-minutes
- Private piano is \$45 per month

PRIVATE SEWING WITH MISS KELLY

- Sewing lessons must be scheduled at enrollment
- Lessons are one day per week for 45-minutes
- Private sewing is \$55 per month

PIANO LESSONS		
TUESDAY	WEDNESDAY	THURSDAY
04:00 – 04:30	04:00 – 04:30	(Online Only)
04:30 – 05:00	04:30 – 05:00	
05:00 – 05:30	05:00 – 05:30	05:00 – 05:30
05:30 – 06:00	05:30 – 06:00	05:30 – 06:00
06:00 – 06:30	06:00 – 06:30	06:00 – 06:30
06:30 – 07:00	06:30 – 07:00	06:30 – 07:00

SCHEDULE BY AGE

This schedule is subject to change based on enrollment and teacher availability.

AGES 3-4	Combo (Tap and Ballet)	Tuesday 4:15-5:00
	Piano	30-minute lesson – various times
AGES 5-7	Musical Theatre Dance	Thursday 4:15-5:00
	Tap	Tuesday 5:00-5:45
	Ballet	Wednesday 4:15-5:00
	Piano	30-minute lesson – various times
	Dance Solo	Arranged
AGES 8 and older	Musical Theatre Dance	Monday 4:15-5:00
	Tap	Tuesday 5:00-5:45
	Ballet	Wednesday 4:15-5:00
	Musical Theatre	Monday 5:00-5:45 or Tuesday 4:15-5:00
	Stage Makeup	Tuesday 5:45-6:30 or Thursday 5:45-6:30
	Acting	Tuesday 4:15-5:00 or Thursday 4:15-5:00
	Fitness for the Stage	Monday 5:45-6:30
	Piano	30-minute lesson – various times
	Dance Solo	Arranged
AGES 10 and older	Musical Theatre Dance	Monday 4:15-5:00
	Tap	Tuesday 5:00-5:45
	Ballet	Wednesday 4:15-5:00
	Musical Theatre	Monday 5:00-5:45 or Tuesday 4:15-5:00
	Stage Makeup	Tuesday 5:45-6:30 or Thursday 5:45-6:30
	Acting	Tuesday 4:15-5:00 or Thursday 4:15-5:00
	Stage Dialects	Monday 4:15-5:00
	Fitness for the Stage	Monday 5:45-6:30
	Piano	30-minute lesson – various times
	Dance Solo	Arranged
ADVANCED CLASSES	Jazz	Thursday 5:45-6:30
	Tap	Thursday 5:00-5:45
	Ballet	Wednesday 5:00-5:45
	Musical Theatre	Monday 5:00-5:45 or Tuesday 4:15-5:00
	Stage Makeup	Tuesday 5:45-6:30 or Thursday 5:45-6:30
	Acting	Tuesday 4:15-5:00 or Thursday 4:15-5:00
	Stage Dialects	Monday 4:15-5:00
	Fitness for the Stage	Monday 5:45-6:30
	Piano	30-minute lesson – various times
	Dance Solo	Arranged
HOMESCHOOL OPTIONS	Acting	Thursday 11:00-11:45
	Musical Theatre	Thursday 11:45-12:30
	Piano	30-minute lesson – various times
	Dance Solo	Arranged



Tuition Rates and Fees

Enrollment Fee	INDIVIDUAL	FAMILY
Due by September 3 rd	\$30.00	\$55.00
Class Rates	INDIVIDUAL	
1 class per week	\$55.00	
2 classes per week	\$75.00	
3 classes per week	\$95.00	
4 classes per week	\$115.00	
5 classes per week	\$135.00	
6 classes per week	\$155.00	
7 classes per week	\$175.00	
8 classes per week	\$195.00	
Private Piano	\$45.00	
Private Sewing	\$55.00	
UNLIMITED CLASSES	INDIVIDUAL	FAMILY
<i>(Does Not Include Piano)</i>	\$215.00	\$235.00
Drawing Classes	Additional Supplies	
Piano Class	Lesson Books	
Stage Makeup	Makeup Kit	
Recital Fee	INDIVIDUAL	FAMILY
Due by April 1 st	\$30.00	\$55.00



Tuition can be paid with cash, check or card.

Parents may leave a card number with us to be run on the date of their choosing.
If for some reason the card is declined, a \$15 decline fee will be added to your account.

If paying with cash or check, payment must be received by the 10th of each month.
A late fee of \$15 will be added to accounts on the 11th of each month.

Costumes must be paid in full by November 10th.

Siblings' tuition is figured as if they are one person. If a family has two children and they each want one class, tuition is \$75 per month!

Reminders will not be sent out unless payment is 30 days overdue. Make all checks payable to **Oklahoma Shakespearean Festival** or **OSF**. Checks need to be placed in the drop box in the VPAC hallway across from the office. The same tuition is to be paid September through April regardless of how many weeks are in a month. There will be NO refunds for tuition or fees.

We strongly encourage each family to fill out the CREDIT CARD AUTHORIZATION FORM. We will run your card on the date of your choosing each month. All costume fees must be paid by November. We will divide that amount and add it to your tuition payment each month. This form is located at the end of this packet.

PAYMENT, TRANSACTION FEES, DECLINE FEE OR RETURNED CHECK FEE

Tuition can be paid with cash, check or card.

Parents may leave a card number with us to be run on the date of their choosing.

If paying with cash or check, payment must be received by the 10th of each month. A late fee of \$15 will be added to accounts on the 11th of each month.

It is the parent's responsibility to ensure that credit lines are available for tuition charges each month. All financial transactions are subject to the rules and regulations of the cardholder's bank or credit card issuer. The Oklahoma Shakespearean Festival's Academy for the Performing Arts assumes no responsibility for fees assessed by these institutions for overdrafts, insufficient funds or credit card fees or charges because of authorized transactions.

In the event the Oklahoma Shakespearean Festival's Academy for the Performing Arts incurs any bank fees or charges because of your submission of a payment (card or check) that is rejected due to insufficient funds or for other reasons, the parent, guardian, or cardholder will be responsible for reimbursing the Oklahoma Shakespearean Festival for these fees or charges plus an additional fee of \$15 for processing and handling the extra financial transactions. Additionally, a late fee will be assessed if the matter is not resolved within 48-hours.

It is the responsibility of the parent to let us know when a card has been cancelled for fraud or to give us a new number once the card has expired.

Costumes must be paid in full by November 10th.

SCHEDULE CHANGES, CLASS WITHDRAWALS AND CLASS ADDITIONS

If you choose to make a change in your child's schedule, a DROP/ADD form must be completed in the office. Until this form is completed costumes will not be ordered for your child and tuition charges will not be changed. This form must be received in the office by the 15th of the month for charges to be reflected on your next month's statement.

MEDICAL INFORMATION

Parents must notify the director and instructors regarding children who use an inhaler or who may require medications during their time in class. It is also important to inform the director and/or instructors about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are eager to work with all the children and their personalities. The more we know about your child, the better the learning experience will be for all involved.

All information about our students is confidential.

ARRIVAL AND DISMISSAL PROCEDURES

Students should arrive no earlier than 15 minutes before their scheduled lesson and should be picked up no more than 10 minutes after class is dismissed. Preschool and elementary aged children should NOT leave the building without a parent. Ages 3-8 must have a parent walk them into the building. Intermediate, Junior High, and High

School aged dancers must wait inside until they see or know their ride has arrived. This is for the safety of our students.

FOOD AND DRINK

No eating or drinking in the rehearsal spaces in the Visual and Performing Arts Center or the Theatre Playhouse. Students will clean up after themselves if they have a snack in the hall before, after, or in between classes.


If your child has more than two classes in one afternoon, please pack a snack and drink. We encourage healthy options for your child, but appreciate when our students have had an adequate snack to help sustain them through rigorous activities.

COSTUMES

Costumes will be purchased for recital. Costume fees are in addition to monthly tuition and payment must be made before the costume is ordered. Students will need one costume per class. Costumes will be selected carefully. Costumes will be ordered by Jennifer Rizzo. Please keep in mind that these costumes are not custom fit for your child so it is important that they are ordered early enough to have alterations made if necessary. To help ensure that costumes are ordered and arrive on time, one costume fee is due each month beginning in September. The costume fee is \$75.00 per class. This cost may increase for students wearing adult sizes. Costumes are ordered for dance AND musical theatre classes.

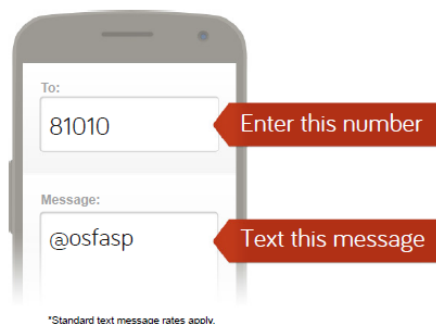
REMIND APP

All parents are expected to join the After School Program's REMIND app. This is a safe and easy way for the staff to communicate with parents and participants without posting everything on social media sites. Parents can also use the REMIND app to let staff know if your child will be absent. You can get the REMIND app on your phone or tablet. Our "class" name is osfasp. If you do not want to download the app onto your phone or tablet, you can get the notifications through text messaging by following the instructions listed below. We expect 100% participation from our parents, caregivers, and those who will be bringing students to our facilities.

Ok Shakespeare Fes would like you to join After School Program! 

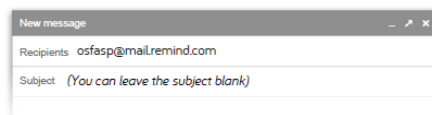
To receive messages via text, text @osfasp to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @osfasp'.

Trouble using 81010? Try texting @osfasp to (580) 453-6599 instead.



*Standard text message rates apply.

Or to receive messages via email, send an email to osfasp@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.



CALENDAR

Classes will begin the Tuesday after Labor Day and end after our spring recital. For the 2021-2022 academic year, classes will begin Tuesday, 7 September and end on Saturday, 30 April.

Classes with the Academy for the Performing Arts do not meet when Durant Public Schools are observing breaks or are closed for bad weather.

END OF THE YEAR RECITAL – SPRING FLING



RECITAL DATES AND TIMES

Recital is
Saturday, 30 April 2021
in Montgomery Auditorium.

MARK YOUR CALENDARS NOW!



REQUIRED MATERIALS – PIANO STUDENTS

Faber Piano Adventures
Faber Piano Adventures Primer Level Learning Library Set Lesson, Theory, Performance, Technique and Artistry Books
★★★★★ 228 customer reviews

Price: **\$29.85** ✓prime
Get \$70 off instantly: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card.

Note: Available at a lower price from other sellers, potentially without free Prime shipping.

In Stock.
Want it tomorrow, Aug. 29? Order within 1 hr 50 mins and choose **One-Day Shipping** at checkout. [Details](#)
Sold by [JulietMusicSchool](#) and Fulfilled by Amazon. Gift-wrap available.

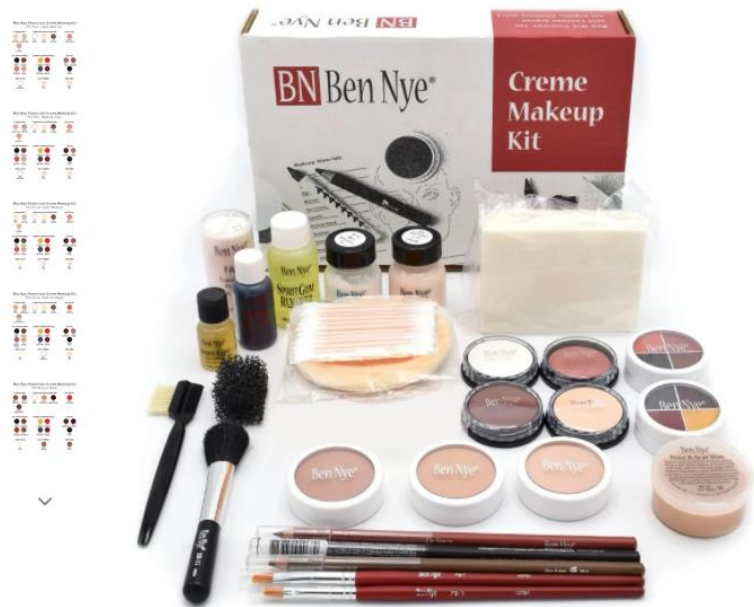
Size: **Primer Set**

Primer Lesson Book \$6.15 ✓prime	Primer Set \$29.85 ✓prime
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- Faber Piano Adventures Primer Level, Lesson Book (HL420168)(FF1075)
- Faber Piano Adventures Primer Level, Theory Book (HL420169)(FF1076)
- Faber Piano Adventures Primer Level, Performance Book (HL420170)(FF1077)
- Faber Piano Adventures Primer Level, Technique and Artistry Book (HL420189)(FF1096)

New (6) from \$28.37 & FREE shipping.

REQUIRED MATERIALS – STAGE MAKEUP STUDENTS



Ben Nye® Theatrical Creme Kit Component List				
Components	TK-1 Fair: Light-Medium	TK-2 Fair: Medium-Tan	TK-3 Olive: Light-Medium	TK-4 Olive: Medium-Deep
Foundation	P-42 Ultra Beige PAS-1 Natural Beige L-2 Lite Beige	L-1 Creamy Peach PAS-5 Olive Tan P-5 Natural Fair	PAS-3 Ivory P-45 Olive Fair P-12 Warm Honey	*SHK-4 Deep PAS-7 Radiant Olive *SK-36 Chino Medium
Dry Rouge	DRK-61 Victorian Rose	DRK-72 Fresh Coral	DRK-72 Fresh Coral	DRK-9 Dark Tech
Creme Color Highlight Shadow	CL-1 White CH-0 Ultralite CS-3 Character Shadow	CL-1 White CH-0 Ultralite CS-3 Character Shadow	CL-1 White CH-0 Ultralite CS-3 Character Shadow	CL-1 White CH-0 Ultralite CS-3 Character Shadow
TK Contour Wheel	CL-29 Black CL-11 Cinnamon CR-2 Dusty Rose LCS-5 Natural	CL-29 Black CL-11 Cinnamon CL-9 Sunburn Stipple LCS-5 Natural	CL-29 Black CL-11 Cinnamon CR-7 Coral LCS-5 Natural	CL-29 Black CL-11 Cinnamon CL-9 Sunburn Stipple LCS-5 Natural
Bruise & Abrasion Wheel CK-4	CL-6 Goldenrod CL-131 Fresh Cut CL-17 Misty Violet CL-15 Maroon	CL-6 Goldenrod CL-131 Fresh Cut CL-17 Misty Violet CL-15 Maroon	CL-6 Goldenrod CL-131 Fresh Cut CL-17 Misty Violet CL-15 Maroon	CL-6 Goldenrod CL-131 Fresh Cut CL-17 Misty Violet CL-15 Maroon
Pencils	EP-3 Taupe LP-30 Plum Rose	EP-5 Dark Brown LP-26 Brandy	EP-5 Dark Brown LP-32 Dark Red	EP-5 Dark Brown LP-26 Brandy
Hair Color	HW-1 Snow White	HW-1 Snow White	HI-1 Ivory	HI-1 Ivory
Face Powder	MP-1 Fair	MP-1 Fair	MP-1 Fair	MP-2 Neutral Set
Nose Wax 1oz.	NW-1 Fair	NW-1 Fair	NW-1 Fair	NW-1 Fair
Latex 1oz.	LL-1 Light Flesh Tone	LL-1 Light Flesh Tone	LL-1 Light Flesh Tone	LL-1 Light Flesh Tone

All TK Kits Contain: EP-3 Black Pencil, SH-11 Swab Tip Applicator, EC Brow/Lash Comb, RB-11 Rouge Brush, SG-1 25oz Split Gum, DSB-2 2oz. Dark Brown, PB-3 and PB-7 Flat Brushes, LP-1 Latex Foam Sponges, NS-8 Stipple Sponges, VP-1 Velour Powder Puff, GP-2 1oz. Split Gum Remover

Ben Nye® Theatrical Creme Kit Component List			
Components	TK-5 Brown: Light	TK-6 Brown: Medium	TK-7 Brown: Dark
Foundation	*MHK-04 Pecan P-125 Tan Au Lait MA-1 Golden Bronze	MA-3 Hazelnut *MHK-07 Rio Tan *MHK-10 Coco Sorbet	*MHK-11 Brazil Nut *SAK-11 Espresso *MHK-20 Espresso Beige
Dry Rouge	DRK-72 Fresh Coral	DRK-9 Dark Tech	DRK-1 Flame Red
Creme Color Highlight Shadow	CL-1 White SCK-2 Lightest Brown CS-3 Character Shadow	CL-1 White SCK-3 Medium Brown CS-41 Olive-Brown	CL-1 White SCK-5 Adobe Brown CS-6 Midnight Brown
TK Contour Wheel	CL-29 Black CS-41 Olive Brown CR-76 Island Coral LCS-6 Natural Brown	CL-29 Black CS-4 Dark Brown CR-8 Blush Coral LCS-8 Red Clay	CL-29 Black CS-5 Extra Dark CR-11 Red Velvet LCS-9 Boysenberry
Bruise & Abrasion Wheel CK-4	CL-6 Goldenrod CL-131 Fresh Cut CL-17 Misty Violet CL-15 Maroon	CL-6 Goldenrod CL-131 Fresh Cut CL-17 Misty Violet CL-15 Maroon	CL-6 Goldenrod CL-131 Fresh Cut CL-17 Misty Violet CL-15 Maroon
Pencils	EP-7 Black Brown LP-34 Coco Cherry	EP-7 Black Brown LP-28 Maroon	EP-7 Black Brown LP-36 Cabernet
Hair Color	HI-1 Ivory	HI-1 Ivory	HI-1 Ivory
Face Powder	MP-14 Dolce	MP-15 Clay	MP-16 Nutmeg
Nose Wax 1oz.	LBW-1 Light Brown	BW-1 Brown	BW-1 Brown
Latex 1oz.	LR-1 Clear	LR-1 Clear	LR-1 Clear

All TK Kits Contain: EP-3 Black Pencil, SH-11 Swab Tip Applicator, EC Brow/Lash Comb, RB-11 Rouge Brush, SG-1 25oz Split Gum, DSB-2 2oz. Dark Brown, PB-3 and PB-7 Flat Brushes, LP-1 Latex Foam Sponges, NS-8 Stipple Sponges, VP-1 Velour Powder Puff, GP-2 1oz. Split Gum Remover

STUDENT RESPONSIBILITIES

- To understand and follow A4tPA behavior expectations
- To attend class and to be on time
- To practice good hygiene daily
- To respect the studio, dressing room, and restrooms by cleaning up after yourself

DISCIPLINE PLAN

We believe that all of our students can behave appropriately in class. We will not allow any student to prevent a teacher from teaching or to keep other students from learning. In order to guarantee all our students an environment conducive to learning, the following Discipline Plan will be utilized.

RULES FOR A PRODUCTIVE AND POSITIVE ENVIRONMENT

- Students will follow directions.

- Students will bring all necessary dance shoes, dancewear, and materials.
- Students will be courteous and respectful to others, and to the property provided by the Academy for the Performing Arts.

CONSEQUENCES

- 1st Infraction - Warning
- 2nd Infraction - Parent conference with teacher
- 3rd Infraction - Referral to Riley
- 4th Infraction - Parent conference with Riley
- Severe Infraction - Immediate referral to Riley

TERMINATION OF ENROLLMENT

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the Academy for the Performing Arts to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include, but are not limited to, the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff or property
- Inability of OSF's Academy for the Performing Arts to meet the needs of the child

CONTACT INFORMATION

- Riley Risso Coker, Director of Education – 580.745.2860
- Rebecca Walters, Vocal Music Coordinator – 580.745.2712
- Jennifer Rizzo, Dance Coordinator – 580.745.2712

OSF OFFICES

580.745.2712

580.745.2860

580.745.7460 (FAX)

HOW DO I ENROLL?

Please print off the following pages and submit them to Riley Coker. You can send them through the following ways:

1. Email (rcoker@se.edu)
2. Facebook Messenger - Please make sure to "Like" our Facebook page – Oklahoma Shakespearean Festival. We are also on Instagram and Twitter!
3. The Remind App

Here are the forms that need to be submitted:

1. Enrollment Form
2. Liability Form
3. Tuition Assistance Form (optional)
4. Code of Student Conduct Form
5. Credit Card Authorization Form
6. Class Selection Form



ENROLLMENT FORMS

Please fill out this form and email it to rcoker@se.edu or print it, fill it out and return to the OSF offices.

PLEASE COMPLETE PAGES 1 AND 2!!!

Name: _____

Address: _____

City/State/Zip: _____

Date of Birth: _____

Age as of November 1st: _____

Email Address: _____

Home Phone: _____

Mom's Name: _____

Mom's Cell: _____

Dad's Name: _____

Dad's Cell: _____

T-Shirt Size: _____

School Currently

Attending: _____



Please circle all disciplines in which you are interested:

Ballet	Tap	Musical Theatre DANCE	Musical Theatre VOICE
Stage Dialects	Stage Makeup	Combo	Acting
Private Piano	Dance Solos	Private Sewing	Fitness for the Stage
Drawing	Anime	Pre-Pointe	Pointe

Other than Mom or Dad, please list persons who are authorized to pick up the student from class:



Liability Form

Please fill out this form and email it to rcoker@se.edu or print it, fill it out and return to the OSF offices.

Liability forms must be completed and returned by the first day of class in order for the student to participate.

Student's Name: _____

Physician: _____

Physician's Phone: _____

Medical Condition: _____

Learning Disability: _____

Insurance Company: _____

Policy Number: _____

Waiver of Liability: I, the undersigned release and discharge Southeastern Oklahoma State University, Theatre at Southeastern, the Oklahoma Shakespearean Festival and its staff, officers, directors, agents and volunteers from any and all liability arising from, related to, or connected with any injury or illness or damage to my person or property caused by or sustained in the course of any participation in classes, rehearsals, performances or other activities conducted by or associated with Southeastern Oklahoma State University, Theatre at Southeastern or the Oklahoma Shakespearean Festival. I hereby attest that this Waiver of Liability is provided voluntarily upon submission of this form and shall be fully binding upon me, my heirs, next of kin, executor, administrator, and/or personal representative.

I have read and understand the above and do attest that the information provided by me in this document is factual and current to the best of my knowledge.

Parent/Guardian's Signature

Date

I have received a copy of the Oklahoma Shakespearean Festival's Academy for the Performing Arts Handbook. I have read it and agree that everyone in my household will abide by the policies and procedures listed within that document.

Parent/Guardian's Signature

Date



CODE OF STUDENT CONDUCT

Student and Parent Acknowledgement and Pledge

The Code of Student Conduct has been developed to help your child receive quality instruction in an orderly educational environment. Oklahoma Shakespearean Festival's (OSF) Academy for the Performing Arts (A4tPA) needs your cooperation in this effort. Therefore, please (1) review and discuss the Code of Student Conduct and masking policy with your child and (2) sign and return this sheet with your child's enrollment forms.

MASKS, SOCIAL DISTANCING AND WAITING ROOM POLICIES

Unless otherwise announced by Academy staff, **students and caregivers will be required to wear a mask at all times while in any of the buildings with the Academy for the Performing Arts regardless of vaccination status.** Social distancing will also be required.

Additionally, parents and/or caregivers will NOT be allowed to wait in the buildings while children are in class. Parents and/or caregivers may enter the buildings with their child to assist them getting ready for class. However, once the child enters the classroom, parents and/or caregivers must leave the building.

NOTE: FAILURE TO RETURN THIS ACKNOWLEDGEMENT AND PLEDGE WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN FROM BEING RESPONSIBLE FOR KNOWING OR COMPLYING WITH THE RULES CONTAINED WITHIN THE CODE OF STUDENT CONDUCT.

I have reviewed the Code of Student Conduct, and I understand the rights and responsibilities contained therein.

Parent: _____ Date: _____

To help keep the A4tPA safe, I pledge to show good character, work to the best of my ability and adhere to the guidelines established within the Code of Student Conduct.

Student: _____ Date: _____

COURSE SELECTION FORM:

Please indicate which classes you would like to be enrolled. If you have multiple children, please complete a separate form on each child.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
VPAC – STUDIO A	VPAC – STUDIO A	VPAC – STUDIO A	VPAC – STUDIO A
04:15-05:00pm FITNESS	04:15-05:00pm MUSICAL THEATRE	04:15-05:00pm BALLET (LEVEL 1)	11:00-11:45 ACTING
05:00-05:45PM MUSICAL THEATRE	05:00-05:45PM TAP (LEVEL 3)	05:00-05:45PM ADVANCED BALLET	11:00-11:45 MUSICAL THEATRE
		05:45-06:30PM POINTE	
VPAC – STUDIO B	VPAC – STUDIO B	VPAC – STUDIO B	VPAC – STUDIO B
04:15-05:00pm PRIVATE SEWING	04:15-05:00pm ACTING		04:15-05:00pm ACTING
05:00-05:45PM PRIVATE SEWING	05:00-05:45PM DRAWING		05:00-05:45PM ANIME
05:45-06:30PM PRIVATE SEWING	05:45-06:30PM STAGE MAKEUP I		05:45-06:30PM STAGE MAKEUP II
PLAYHOUSE	PLAYHOUSE	PLAYHOUSE	PLAYHOUSE
04:15-05:00pm MT DANCE (LEVEL 2)	04:15-05:00pm COMBO	04:15-05:00pm BALLET (LEVEL 2)	04:15-05:00pm MT DANCE (LEVEL 1)
05:00-05:45PM TAP (LEVEL 4)	05:00-05:45PM TAP (LEVEL 2)	05:00-05:45PM PRE POINTE	05:00-05:45PM ADVANCED TAP
			05:45-06:30PM ADVANCED JAZZ
VPAC – GREEN ROOM	VPAC – PIANO STUDIO	VPAC – PIANO STUDIO	PIANO – ONLINE
05:00-05:45PM STAGE DIALECTS	04:00-04:30pm PRIVATE PIANO	04:00-04:30pm PRIVATE PIANO	
	04:30-05:00PM PRIVATE PIANO	04:30-05:00PM PRIVATE PIANO	
	05:00-05:30pm PRIVATE PIANO	05:00-05:30pm PRIVATE PIANO	05:00-05:30pm PRIVATE PIANO
	05:30-06:00PM PRIVATE PIANO	05:30-06:00PM PRIVATE PIANO	05:30-06:00PM PRIVATE PIANO
	06:00-06:30pm PRIVATE PIANO	06:00-06:30pm PRIVATE PIANO	06:00-06:30pm PRIVATE PIANO
	06:30-07:00PM PRIVATE PIANO	06:30-07:00PM PRIVATE PIANO	06:30-07:00PM PRIVATE PIANO



Credit Card Authorization

NAME ON CARD	
TYPE OF CARD	VISA MASTERCARD AMEX DISCOVER
TRANSACTION TYPE	DEBIT CREDIT
ACCOUNT NUMBER	
EXPIRATION DATE	
CVN NUMBER	

BILLING ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	
EMAIL ADDRESS	
TOTAL AUTHORIZED AMOUNT PER MONTH - TUITION	
DATE CARD IS TO BE RUN EACH MONTH - TUITION	
TOTAL AUTHORIZED AMOUNT PER MONTH - COSTUMES	
DATE CARD IS TO BE RUN EACH MONTH - COSTUMES	
ENROLLMENT FEE - AUGUST RECITAL FEE - APRIL	
PARTICIPANT'S NAME	

CARDHOLDER NAME	
SIGNATURE	
DATE	
AUTHORIZATION NUMBER	



Oklahoma Shakespearean Festival's

Tuition Assistance

Application Form

Tuition assistance is based on NEED. A scholarship will cover ONE class per week which is \$55 per month and does not include costumes, enrollment fees, recital fees, private sewing, private piano, and dance solos. If your child chooses to take additional classes, it is the responsibility of the family to pay. **The first page of your most recent tax return must accompany this form.**

Child's Name: _____

Parent #1: _____

Employer: _____

Employer Phone: _____

Gross Annual Salary: _____

Parent #2: _____

Employer: _____

Employer Phone: _____

Gross Annual Salary: _____

Other Sources of Monthly Income (alimony, child support, etc.):

Source: _____ Amount: _____

Source: _____ Amount: _____

Special Circumstances:
