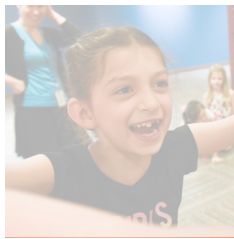
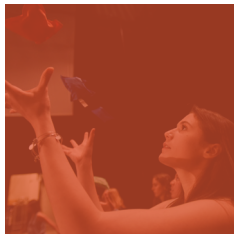


YOU BELONG HERE



REACH YOUR POTENTIAL

follow your dream

REVISIT YOUR PASSION

[COLLABORATIVESCHOOLOFTHEARTS.ORG](https://collaborativeschoolofthearts.org)

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INTRODUCTION

PROCTORS COLLABORATIVE

Proctors Collaborative is changing expectations about the way the arts can serve a community. The largest cultural institution in the Capital Region, our mission remains steadfast: Through the arts and community leadership be a catalyst for excellence in education, sustainable economic development and rich civic engagement to enhance the quality of life in our communities. We are committed to the integration of arts into schools and into the community to expand minds, cultivate boundless imaginations and develop independent and confident children and adults.

PROCTORS

432 State St., Schenectady

Proctors is home to touring Broadway in the Capital Region. Its 2,646-seat MainStage and 434-seat GE Theatre also present every form of performing arts - from theater to music to comedy to dance - as well as film. Another anchor at Proctors is the Adeline Graham Theatrical Training and Innovation Center, a 12,000-square foot creative space where students are nurtured, challenged and encouraged to explore, create, experiment and take risks in order to grow at their own pace.

CAPITAL REPERTORY THEATRE

251 N. Pearl St., Albany

theREP - one of 74 professional members of the League of Resident Theatres - moved into its newly renovated home in 2021. The highlight of our new facility is a 304-seat modern theatre; also on site is a black box performance space. We strive to bring to life those works that speak to our common cultural heritage as well as new work that expands our perceptions of ourselves and explores contemporary horizons of thought.

UNIVERSAL PRESERVATION HALL

25 Washington St., Saratoga Springs

Universal Preservation Hall is an historic venue for performing arts, cultural, educational and community events in downtown Saratoga Springs. After extensive renovation the former church reopened as an arts venue in February 2020; it features a 685-seat Great Hall which hosts concerts, exhibitions and more.

COLLABORATIVE SCHOOL OF THE ARTS

At Proctors, theREP and UPH, programs build the foundation for students with interest and talents in the arts. These programs help them identify and explore different art forms while aiding them in pursuing career choices in the performing arts. Programs are taught in non-competitive and supporting environments that foster growth and professionalism in the arts.

As a performing arts student, early training and creative experiences are what inspire and transform you, resonating with you as you develop to your full potential.

Programs are led by acclaimed artists and professionals; producers, directors, choreographers and actors direct from Broadway who have toured the world with their talents; musicians and dancers who compose, choreograph and perform their work regionally and internationally; and artists with extensive teaching experience who also flourish as professionals in their field.

You won't find a better leading cast than the teaching faculty at the Collaborative School of the Arts.

Our programs are offered for all ages, interests and skill levels. If you have any questions about the programs or staff, or what kind of experience you can expect here, please contact us.



GOALS

- **BUILD** a strong company and community of artists who respect, accept, and encourage each other
- **DEVELOP** each student's artistic style and talents
- **PROMOTE** discovery of student's artistic vision and voice
- **PROVIDE** students with new skills, professional renewal and advanced opportunities in the arts
- **HELP** young people develop self-esteem and esteem for their peers
- **ENHANCE** student's interest and experiences in the live performing arts
- **BUILD** lasting relationships through shared experiences in the arts

FACULTY

Collaborative School of the Arts faculty are selected for their professional credentials, interest in the well-being of each student and ability to offer in-depth instruction and exploration opportunities. Faculty members are all professionals in their specific artistic discipline, whether actor, choreographer, dancer, musician or otherwise. You can be assured our faculty are screened with the highest degree of professionalism and integrity you have come to expect from our programs. Please refer to school.proctors.org for program-specific faculty biographies.

FACILITIES

Collaborative School of the Arts programs are held on-site at:

- Proctors (432 State St., Schenectady);
- Capital Repertory Theatre (251 N. Pearl St., Albany);
- Universal Preservation Hall (25 Washington St., Saratoga).

Students will have the same fully immersive experience that professional performers get while performing throughout the year. From rehearsals to performance, activities take place in various locations throughout the facilities including multiple rehearsal and performance spaces and our state-of-the-art enhanced theaters.

WHAT TO BRING

Students should wear comfortable clothing that is not too loose or too tight that allows for comfortable movement. All facilities are fully air-conditioned. Shoes should be worn with socks and should be flexible and secure on the feet — no sandals or flip-flops. Students with long hair should bring a bandanna, barrettes, clips, or an elastic band to help keep the hair out of their eyes. Please leave valuables at home. Personal belongings brought on location should be labeled with the student's name.

FOOD

Snack breaks and/or lunch (whichever is applicable to your program) take place during the day. Please note when sending lunch students will not have access to a refrigerator but will have access to a microwave. Please contact Program Manager for any dietary needs. Because many children have food allergies or are sensitive to ingredients in certain food products, it is policy that lunches not be traded or shared between students and please, do not send foods containing nuts. A water bottle that closes tightly is encouraged and should be kept with the student throughout the day. A snack and lunch pantry is always available for any student in need.

During special projects and evening programs, meals are provided in a fun and festive environment. Specific details will be sent home by program staff.



CODE OF CONDUCT

1. Respect your peers, your teachers, the program staff, the facility and especially yourself! This includes use of appropriate language & awareness of personal space
2. Never say I can't, say I'll try. Give everything your best effort.
3. Ask questions! Communicate! That is the best way to learn
4. Listening is essential to acting, learning & understanding each other. The ability to listen to others is expected and encouraged.
5. Get all the joy you can out of working with other people to create something that has never existed before.
6. Dress appropriately at all times.
7. No gum.
8. Label your belongings and clean up after yourself.
9. You may not leave the program area for any reason unless accompanied by a staff member.
10. Students are responsible for their actions and are liable for any property damage, including musical instruments, resulting from misuse, defacing or neglect.
11. No cell phone use, unless otherwise approved by supervising staff, except in emergencies.
12. Read the callboard every day for important information — you will be responsible for knowing what is on it and checking yourself in.

If there is behavior that is disruptive to the common good of the program, Program Managers and Directors will take the necessary steps to work with the student and, if necessary, their parent or guardian. For more information, please see the conduct policy on page 9.

CONDUCT POLICY

Collaborative School of the Arts classes and programs seek to foster students self-confidence creativity, collaboration, communication and the core knowledge of their chosen craft. Staff and instructors work to maintain a positive, safe, inclusive and secure learning environment. In return we expect students to conduct themselves appropriately at all times.

- Successful artists are timely, accountable and responsible for their work. Parents are expected to model and provide behavior expectation for students. Any behavioral issues that impede the students in the class or the overall goals of the program will be discussed with the parent or guardian. All efforts will be made to provide the student the opportunity to succeed. If the behavior continues, the Collaborative School of the Arts staff may at their discretion dismiss the students from the program without a refund.
- Collaborative School of the Arts has a zero-tolerance policy for violence towards students, staff, administration, employees and instructors. Any form of violence or aggression can lead to immediate dismissal from the programs/classes at the discretion of the Collaborative School of the Arts administration.
- Students found with underage or illegal substances can lead to immediate dismissal from the programs/classes at the discretion of the Collaborative School of the Arts administration.
- Our stages and classrooms are shared spaces with other classes and touring theatre groups. Students are expected to handle equipment safely and correctly, and store it properly. At the end of class, the room should be ready for the next class.

INCLUSION POLICY AND STATEMENT

At the Collaborative School of the Arts all students, employees, teaching artists, instructors etc. deserve a safe and secure education environment to be completely themselves artistically and individually. Therefore, bullying or intolerance of any kind will not be accepted. This includes unwanted and repeated written, verbal or physical behavior that is:

- threatening • insulting • offensive • dehumanizing • teasing • social exclusion • gender, sexual, religious, or racial harassment • intimidating • publicly humiliating • stalking • cyberbullying • destruction of property • theft • cyberstalking • physical violence • Any acts that create an intimidating, hostile, uncomfortable or humiliating learning environment. **What we do encourage is practicing kindness.**

ANTI-DISCRIMINATION POLICY

Collaborative School of the Arts does not discriminate, nor tolerate discrimination against any person because of race, color, gender, sexual orientation, national origin, handicap, disability, marital status, age, genetic information or any other characteristic protected by law. We celebrate individual differences and we strive to treat everyone with fairness and respect.

SAFE SPACE AND REPORTING

Proctors Collaborative welcomes everyone. When you enter our theaters and participate in our programs, you can feel confident that your safety and well-being is valued and protected at all times. Discrimination, criticism, harassment, or any other emotional or physical harm will not be tolerated. Any unwelcome or harmful behavior should be reported to an instructor, employee or administrator and will be kept confidential whenever possible. If the problem includes an instructor, employee or administrator, or you are uncomfortable reporting to them, please contact the Human Resources Director at HR@proctors.org

Any person, who after investigation is found to have engaged in any act of bullying, discrimination or intolerance will be disciplined up to and including dismissal from the program. Repeated incidents of bullying, discrimination or intolerant behavior shall be taken into consideration when decisions are made.

SPECIAL NEEDS

All participants deserve a safe and enriching experience. Collaborative School of the Arts will make every effort to accommodate students with special needs in accordance with New York State law. Parents/ guardians are asked to be forthcoming with any special needs their student may have to ensure that this goal is met - we want to know everything we can to create a positive experience for your child!

To facilitate fair and equitable treatment for all students, the following guidelines have been established:

- Parents / guardians should inform staff members of any special needs that may impact a child's full participation in the program. Please let us know about any physical, verbal or emotional challenges that may require special attention or arrangements.
- To facilitate continuity between school and student, parents/ guardians are asked to provide a contact person in order to assist theatre staff in appropriately planning for the student. If available, a copy of the student's Individualized Education Plan (IEP) should be provided.
- If a child requires a one-to-one aide, it is the responsibility of the parent / guardian to make arrangements with cooperating agencies and program staff prior to the beginning of the program.

COMMUNICATIONS

Through effective communication, we can help to make each student's experience the very best it can be. If you have any questions about Collaborative School of the Arts or any of the information in this handbook, please do not hesitate to contact any staff member listed on pg. 2.

HEALTH/MEDICAL CARE

All facilities are equipped with first aid supplies including an AED device. All full-time program managers are certified in life saving CPR, as well as all House Managers. A health form is required of every student, listing emergency contacts, emergency consent and doctor information. These forms are under the care of program faculty and program managers each day of camp. In the event of an emergency, your child will be taken to the nearest hospital and the emergency contact listed on the form will be called.

If a child needs to take medication during the day, it must be sent in the original container with specific directions clearly noted. A note from their parent/guardian must accompany the medication. All medications will be held in a locked container. Staff are exempt from administering medication of any kind. Only parental guardians are allowed to administer medication on Proctors property.

PAYMENT/ TUITION ASSISTANCE

Payment plans and tuition assistance are available and can be arranged by calling 518-346-6204 . Payments may be made by check, cash or credit card (MasterCard, Visa, Discover or American Express).

Collaborative School of the Arts encourages participation regardless of financial means; tuition assistance is available and distributed based on individual need. An application can be found at school.proctors.org.

CANCELLATION / REFUND POLICY

Any cancellations or changes made more than two months prior to the first day of Collaborative School of the Arts program (masterclasses, vacation camps, and summer camps) will be fully refunded. Cancellation made between two and one month prior to the first day of a program will receive a 50 percent refund. Collaborative School of the Arts will not be able to grant refunds made less than one month before the start of a program.

Collaborative School of the Arts reserves the right to cancel a program two weeks prior to its start if minimum enrollment is not achieved. In the event that Collaborative School of the Arts cancels a program, families will be contacted two weeks prior and a full refund will be offered. Collaborative School of the Arts also reserves the right to combine programs, change teachers, or extend the ages of the participants at its discretion.

ATTENDANCE POLICY

In the performing arts, collaboration is very important. Each person's attendance has a direct effect on the show/program/rehearsals. Parents and students are expected to review their family, school and club calendars carefully before signing up for classes, workshops and programs.

Students are expected to be on stage, in class, ready to work, at the scheduled class or rehearsal starting time. Please arrive early to park, changes as necessary and get to the stage or classroom so every student can start at the expected time.

If a student misses a significant amount of time, the instructor may exclude the student from participating in performances / showcases at their discretion. No refunds will be provided. Exceptions are reviewed on a case-by-case basis. Instructors are not required to make up a student's missed lessons or classes.

If a student needs to leave early, notify the instructor upon arrival. For an unexpected absence or tardiness, notify program staff as soon as possible.

EMERGENCIES

Weather: In the event of weather related or other unexpected cancellations, students will be notified via email and on social media outlets. Every effort will be made to reschedule any unexpected cancellation.

Medical: In the event of a severe allergic reaction, all Collaborative School of the Arts administrators are trained on the administration of emergency treatment, including EpiPen training, first aid, CPR and AED. Please note any allergies on the medical form required for all classes and programs. Please note any chronic issues and medications on the medical form. If necessary in any medical event, emergency personnel may be called.

Personal: In the event of a personal emergency, please contact the Collaborative School of the Arts administrator by email or phone. If you do not know who to contact our staff can direct you. Refunds for a one-day program will be decided on a case-by-case basis.

SECURITY

There is video surveillance throughout all facilities. Parents and students are encouraged to report any suspicious or inappropriate behavior to staff, administration or employees. If there is an immediate concern, please contact emergency services.

ARRIVAL & DEPARTURE

Safety is the first priority for our students. Parents are expected to drop and pick up students at classrooms or stages according to their own comfort level. Rooms will open to students 30 minutes prior to class. All students/guardians are expected to sign in and out.

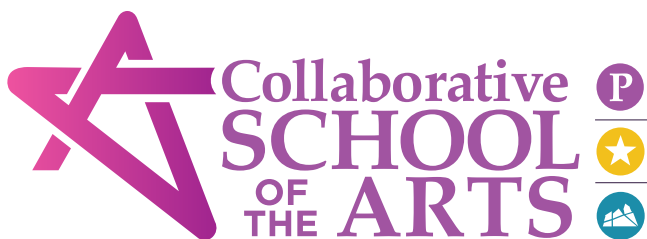
There is a PICK-UP FORM for guardians to sign indicating who is allowed to sign out their child.

Collaborative School of the Arts is not permitted to release students to an Uber or other driving service.

FAMILIES & VISITORS

In order to create the best possible opportunity for student creativity and receptiveness to instructors, guardians and family members are not permitted to observe classes or rehearsals. There is a lobby area in each building available for guardians to wait. When available classes and programs will have concluding showcases/performances where family and friends may celebrate the students' accomplishments.





A PART OF PROCTORS COLLABORATIVE