

## Studio Programs Policies and Protocols

### General Expectations and Standards

Traveling Players is committed to ensemble values of **collaboration, inclusiveness, equality, mutual respect, and teamwork and expects students to support, encourage, challenge and inspire each other in a safe environment.** Traveling Players will dismiss any student who exhibits behavior that, in our sole discretion, is unsafe or disrupts or distracts from the educational mission of the program.

**For in-person programs:** The following are absolutely NOT permitted by participants in Traveling Players Ensemble's programs: (1) leaving the Studio or staff supervision without permission, (2) bullying or harassment, (3) theft, vandalism, or misuse of property, (4) sexual intimacy, (5) the use and/or possession of illegal drugs and/or alcohol, and (6) the use of any tobacco products; vaping (also known as juuling) and vape pens, juuls, pods, cartridges, or containers of vaping or juul liquid of any kind; marijuana; and nicotine products. Violations will lead to dismissal and tuition is not refunded.

**For virtual programs:** While on screen or within the camera's range, the following are absolutely NOT permitted by participants in Traveling Players Ensemble's programs: (1) bullying or harassment, (2) theft, vandalism, or misuse of property, (3) sexual intimacy, (4) the use and/or possession of illegal drugs and/or alcohol, (5) the use of any tobacco products; vaping (also known as juuling) and vape pens, juuls, pods, cartridges, or containers of vaping or juul liquid of any kind; marijuana; and nicotine products. Violations will lead to dismissal and tuition is not refunded.

Throughout all Traveling Players programs, there is a zero-tolerance policy for bullying or harassment in any form, including but not limited to cyberbullying; hazing; physical or emotional abuse; racial, ethnic, gender, or sexual discrimination; or sexual harassment. Participants who engage in bullying or harassment will be dismissed from their program without refund and prohibited from participating in programs in the future.

**Arrival and Departure:** Parents/guardians are responsible for the timely arrival and prompt pick-up of their student to/from Studio programs. Traveling Players does not provide transportation to/from the Studio; it is the parent/guardian's responsibility to make arrangements and pay for transportation.

Only authorized individuals may pick up students. Only students with permission to leave unaccompanied may do so at the end of class, during class, or between programs.

**Guests and Visitors** are not allowed to watch or participate during Studio programs unless prior permission is granted by the instructor. Parents, siblings, and friends are encouraged to take advantage of Tysons Corner Center while Studio programs are in session.

### Challenging Curriculum

Our goal is to provide an outstanding theatre experience for students that will contribute to their maturity and foster a lifelong love of theatre while meeting rigorous artistic and educational standards. **Traveling Players Ensemble's programs are physically, emotionally, and intellectually demanding, and therefore not appropriate for all students.** If you have concerns about whether the program is appropriate for your child, please call the Office at (703) 987-1712.

### **Cell Phones and Other Electronics — Traveling Players is UNPLUGGED!**

**For in-person programs – Traveling Players IS UNPLUGGED!** Cell phones, iPods, mp3 players, kindles, smart watches, fitness trackers, other Bluetooth devices, etc. are NOT allowed during Studio programs. Your child is allowed to bring these items with them, but must leave them in their bag for the duration of all Studio programs, unless specified by the instructor.

If something comes up during a Studio program (family emergency on your end, student not feeling well on our end), please call the Office at 703-987-1712 (or expect a call from Traveling Players staff). We will make sure your child, as well as their staff members, are up to date with anything that's going on.

**For virtual programs:** While on screen or within the camera's range, Cell phones, iPods, mp3 players, kindles, smart watches, fitness trackers, other Bluetooth devices, etc. are highly discouraged during your program sessions. These devices should only be used to troubleshoot technical difficulties or when they support or enhance the online learning environment as instructed by Traveling Players staff.

### **Attendance Policy / Health Statement**

Student attendance is essential to the success of Studio programs. Students who miss more than two (2) program sessions without the instructor's advance permission will be removed from the program. No refund will be offered in this case.

Current safety protocols, information about masks, and vaccination requirements are outlined on the website page for **each** Studio program. For specific information, see the Safety tab.

**If your child or a member of your household develops symptoms of coronavirus or tests positive for COVID-19, please call the Office at 703-987-1712 ASAP.** We need this information right away so that we can inform our artistic staff and adjust the rehearsal process.

- We reserve the right to dismiss any student with COVID-19 symptoms.
- We reserve the right to dismiss any student who is unable or unwilling to comply with COVID-19 safety guidelines as directed by our staff.
- If a student cannot **start** a Studio program because of a positive test for COVID-19, tuition will be transferred to a credit for future registrations, donations, and/or merchandise.

### **Equal Opportunity**

Traveling Players Ensemble, Inc. does not discriminate on the basis of race, color, religion, creed, sexual orientation, gender identity, national origin, age, or disability in the administration of its admissions or employment policies. If Traveling Players Ensemble reasonably determines that a disability or condition could lead to an inappropriate level of danger to the individual or others, based upon a particular activity, then that person may be ineligible for that particular activity or program but would not be excluded from other opportunities offered by Traveling Players Ensemble.

### **Payments, Deposits, Installments and Fees**

Early registrants may elect to pay:

- the full tuition in a single payment or

- pay the deposit at registration and the remainder according to the payment plan, if offered at time of registration. There is a \$35 fee for selecting this option.

**Deposits:** The non-refundable deposit amount is 30% of the full tuition. The deposit is non-refundable except for cancellations as outlined below.

**Late Fees:** A late fee of \$35/month will be added to overdue balances starting 2 weeks after the due date of the first overdue payment.

### **Cancellation/Refunds/Withdrawals/Dismissals**

**Cancellation:** If minimum enrollment is not achieved in any Traveling Players Ensemble program, then the program will be cancelled and full tuition will be reimbursed. Traveling Players will endeavor to communicate an under-enrollment cancellation as early as possible.

If cancellation results from government restrictions (such as COVID) or acts of God (an event outside of our control or activity, such as a fire or natural disaster (such as a flood, earthquake, etc.)), tuition less the non-refundable deposit will be prorated for the time the Studio program was in-session and the balance will be reimbursed. Reimbursements may include credits and refunds.

### **Refunds and Withdrawals**

**Before the paid in full date or 21 days before the first day of the program (whichever is earlier):** A participant, who withdraws after registering, but before the program begins, may receive a tuition refund minus the non-refundable deposit.

**On or after the paid in full date or 21 days before the first day of the program (whichever is earlier):** If you choose to withdraw your child from any program for any reason (including, but not limited to, voluntary withdrawal, illness or injury, acceptance into other programs), the full tuition is non-refundable, and any outstanding balances are immediately due.

All audition fees are non-refundable. If you wish to reschedule your audition, due to sickness or an unexpected conflict, your audition fee may be transferred to a new date at our discretion.

**Dismissals:** Traveling Players Ensemble, Inc. will dismiss any student who violates policies and/or exhibits behavior that, in our sole discretion, is unsafe or disrupts or distracts from the educational mission of the program. Tuition will not be refunded, and any outstanding balances are immediately due.

If at any point, Traveling Players Ensemble, Inc. determines that the parent(s) has provided incomplete, misleading, or false statements, Traveling Players reserves the right to dismiss your child from the program. Tuition will not be refunded, and any outstanding balances are immediately due.

### **Use of Traveling Players Name and/or Logo**

Use of the Traveling Players Ensemble, Inc. name and/or logo should not appear on any internet site that directly violates or represents a violation of any Traveling Players policy. Traveling Players reserves the right to ask for the program's name or logo to be removed from any site that is not in line with the mission or values of Traveling Players' programs.

Participants known to have used the logo or name without proper permission will be removed from their program without refund and prohibited from participating in programs in the future.

### **Proper Conduct/Representing Traveling Players**

As a Traveling Players program participant, you represent Traveling Players while in Tysons Corner Center, on tour, at performance venues, and at any other program site. Therefore, Traveling Players participants are expected to uphold respectful behavior and proper conduct, as outlined in this document, while spending time in the general vicinity of, or traveling to and from, Traveling Players Studio, tours, performance locations, or any other program site. For instance, our general expectations and standards should be upheld while on public transportation to and from Studio programs, and at all times while on the grounds of Tysons Corner Center. Actions on behalf of the program participant that would reflect poorly on Traveling Players (including but not limited to anti-social behavior, trespassing, vandalism, stealing, and alcohol or drug use) are grounds for immediate dismissal from the program without refund.

### **Authorization for First Aid**

**In-person programs:** In the event of illness or injury, I do hereby authorize the Traveling Players staff members to administer first aid, obtain assistance from EMT's, doctors and/or nurses for medical, surgical or any other appropriate treatment for my child. I understand that Traveling Players and its staff cannot assume responsibility for medical expenses incurred as a result of my child's participation in educational programs.

**During virtual programs:** Any illness or injury witnessed by Traveling Players staff members will be reported to parents.

### **Photo Release**

As the parent/guardian of the applicant, I hereby grant Traveling Players Ensemble, Inc. the right to use images and likenesses of my child, myself, or my family, whether on film, video, broadcast, electronic media or other format, for publicity, marketing or any other purpose which Traveling Players Ensemble deems appropriate.

### **Personal Information**

Traveling Players Ensemble takes the privacy of our students and their families seriously and we are committed to protecting it. Information you share with us in the registration process, through your health form, when making a donation, and in-person or by phone with staff is confidential. Information is shared within Traveling Players and with individual staff members only as needed and to support your child's participation and success in our programs. All staff are bound by confidentiality in our Code of Conduct.

Links to Traveling Players' Privacy Policy and Website Terms and Conditions are in the footer on every page of our website, <https://travelingplayers.org/>.

Financial and credit card information is not accessible to Traveling Players employees and is safeguarded by our registration and donation systems and their use policies.

- For more information on the policies of our registration system, UltraCamp, see their website, <https://www.info.ultracamp.com/privacy-security-policy>.
- For information on the policies for donations through the Catalogue for Philanthropy, see their website, <https://www.cfp-dc.org/cfpdc/privacy.php>.

### **Programmatic Changes**

Traveling Players Ensemble reserves the right to make changes to the structure, logistics, and content of our programs at any time. Significant changes will be communicated by email. The changes shall apply to programs and participants from the date of notification. Continued participation in Traveling Players' programs on or after this date will represent acceptance of any and all changes by parents and students.

### **Policy & Protocol Changes**

Traveling Players Ensemble reserves the right to make changes to our policies and protocols at any time. The revised policies and protocols shall apply to programs and participants from the date of publication of the revised policies and protocols on the website. Continued participation in Traveling Players' programs on or after this date will represent acceptance of any and all changes by parents and students. Significant changes to Policies and Protocols will be communicated by email.

### **Assumption of Risk, Indemnity**

As the parent/guardian of the applicant, I understand and acknowledge that there are certain risks and hazards associated with the activities, the online platform, and/or associated with travel to and from the location of the activities of Traveling Players Studio programs.

In consideration of the applicant's participation in Traveling Players Ensemble's programs, I hereby voluntarily assume the inherent risks of Traveling Players activities and other unknown or unanticipated risks, including any resulting personal injury and/or loss of life, arising from the applicant's participation and further agree that Traveling Players Ensemble, Inc. shall have no responsibility or liability in the event that my child suffers any injury or harm.

On behalf of myself, any minor child I register, my predecessors, successors, assigns, agents, heirs, executors, administrators, and representatives, I hereby release and hold harmless Traveling Players Ensemble, Inc., its Board of Directors, officers, employees, contractors, and other agents and representatives, both in their individual and official capacities, from any and all liabilities, injuries, damage, causes of action, complaints, suits, claims, obligations, costs (including but not limited to, attorney's fees and court costs), losses and all other legal responsibilities suffered by me or my minor child arising from participation in any activity of Traveling Players, except in cases of gross negligence as provided by applicable law.

Updated December 9, 2021