



Thank you for participating in KidzAct!

Welcome! We are so excited you chose to spend your summer with us! Please take the time to read through this packet carefully as it includes our policies and procedures, rules, drop-off and pick-up information, and our personal information/release form. This will help us continue to be Southwest Florida's premier theatre education program.

**The information and release form needs to be completed and returned by the start of the first class. You can return the form to us via:**

- ❑ **Mail: KidzAct Registration**  
The Naples Players  
701 5<sup>th</sup> Ave. South  
Naples, FL 34102
- ❑ **OR return the completed form to The Naples Players business office, located on the 2<sup>nd</sup> floor of our theatre. Open Monday – Friday 9:00 am – 4:00 pm.**
- ❑ **OR scan and e-mail us at [cprice@naplesplayers.org](mailto:cprice@naplesplayers.org)**

**On the first day**, we would like to extend an invitation to any parents who may wish to stay and observe for the first 15 minutes of class. However, we do ask that parents do not attend class at any other time to ensure focus and productivity in the classroom.

**Remember to mark your calendars!** On the last day of every session, each class will have a performance showcase. This showcase is a 15-30 minute performance for family members and friends to attend and see what the class has been learning during the session. Details concerning times, attire, and any other information will be sent home with each student during the last week of their class session.

- **Students must wear closed toe/closed heel shoes and clothing that is comfortable and easy to move in to every class. Appropriate clothing is expected. Good examples include:**
  - Dance wear; yoga pants, leggings, t-shirts, jazz shoes, athletic shorts, etc.
- **If the class is over 90 minutes, a ten (10) minute break will occur in the middle of class. Students may bring a small snack and a drink in a closed container.** (Please note that vending machines are not available at our theatre.)
- **Due to allergies at our theatre and within the classes, we ask that you do not bring nuts or nut products as a snack.**

If you have any questions or concerns please call us at (239) 434-7340 ext. 127.  
We look forward to meeting and working with you and your student!

Sincerely,

**The Kidzact Team!**

Craig H. Price  
Education Director

**Attendance Policy:** If the student is going to be absent for a class, please inform the instructor on the first day of class or as soon as you know of the absence. If the student is going to be late on the day of the class, please call the instructor or our KidzAct extension in the business office at (239) 434 - 7340 ext. 127.

**Emergency Communication:** If you need to contact your child during class time please call the business office at (239) 434-7340 ext. 127 or Craig Price, our Education Director's cell phone at (239) 287-3659.

**Refund Policy:** A 50% refund will be made if the student withdraws up to one week before the class start date. Withdrawals after that time will receive no refund.

**Medication, First Aid, and Safety:** Safety is our number one priority here at KidzAct. If your child needs to take a prescribed medication, please send a note with the necessary information including time and dosage. We do have First Aid kits outside of every room in our theatre, however, we are not permitted to distribute medications including any pain relievers.

**Please be sure you have completed the information/release form and returned it to us. This is for our records of any known medical conditions or allergies. Thank you!**

## Rules for Students

### IN OUR CLASSES WE:

- √ Respect each other!
- √ Try our best!
- √ Are a team!
- √ Learn from our mistakes!
- √ Create!
- √ Celebrate each other's success!
- √ Have fun!

1. Pay attention to your teachers and assistants.
  - i) Listen – please don't speak while instructors are teaching.
  - ii) Don't complain.
2. Be respectful to others.
  - i) Please keep your hands to yourself.
  - ii) If you don't have something nice to say, don't say anything at all.
  - iii) Keep a positive attitude and environment.
3. Clean up after yourself! Please respect the theatre and don't leave messes around.
4. Stay in the location you are designated to. Please never wander around the theatre or be anywhere unattended. There should be a KidzAct teacher, assistant, or staff member with you at all times.

### **Drop-Off**

- ❑ Please use the circle driveway at the 4<sup>th</sup> Ave entrance for both Drop-Off and Pick-Up.
- ❑ The child must get out on the sidewalk – not in the street.
- ❑ Our entrance for education is through the glass lobby doors by the 4<sup>th</sup> Ave driveway

### **Pick-Up**

- ❑ Please use the circle driveway whenever possible. A teacher or assistant will come up to the passenger car window and ask for the student's name. The student will be called from inside and escorted to the car.
- ❑ If you choose to park and pick up your student in the lobby, please check in with our education team in the lobby before you leave with the student.

**PLEASE DO NOT PARK AND LEAVE YOUR CAR UNATTENDED IN THE DROP OFF CIRCLE, THANK YOU!**