

Terms and conditions of Caystage (acting classes for children and adults at the Prospect Playhouse):

- Classes will be in the upstairs rehearsal space (or occasionally, on stage) and we will not enter via the front door, you can wait at the picnic table round the side for pick-up and drop-off. The tutor will come down and collect the class then bring them back down at the end. Please note we do not have an indoor waiting area for parents and cannot permit anyone to stay and watch the class as not only can it can inhibit students, but is against our child protection policy. We also cannot offer unauthorized access to other areas of the theatre. You are welcome to sit at the picnic table by our entrance or wait in your car if you don't want to leave and come back.
- Students should **bring their own water bottle**. Please always bring something for hydration, we have a water cooler thanks to H2Only's kind sponsorship, so you can fill up as often as you like. As part of our mission to stay green, we will not provide single-use plastic cups.
- Please arrive on time so you do not miss out on warm-ups or being paired for script/group work. If you are late we will do what we can to accommodate this but at times it may mean sitting out until we begin the next exercise/activity. **We also close the door after 10 minutes to ensure we secure the building during class, if you arrive after this time you will not be able to join.**
- Tutors will be at class 10 minutes before the start time but this is time to set up and prepare for class and parents must remain with their children until the official class time starts, and a tutor has come down to pick-up students. As part of our child protection policy we have no child left alone in a one-on-one with a tutor so please do not leave your child until others have arrived with the tutor also.
- For youth classes, please ensure that your child gets to class safely. Juniors should not be left until you know the tutor is there and with them, never leave a child of any age unattended at the theatre. Obviously, we do what we can to ensure the tutor is always there but there may be circumstances, such as problems with the venue etc or traffic issues, that may mean the class is unable to take place or start on time so always check before leaving.
- Communications should be made via email: training@cds.ky or kirsty@cds.ky and you can even let us know if you are going to miss a class this way. The Caystage whatsapp is (345) 936-1907. Please note that when class is in session we may be unable to answer these. Never use any of our personal numbers or emails to communicate with us unless specified.
- Please ensure we have up-to-date contact details for you so that we can keep in touch with term info and contact you in an emergency (junior school – ensure you include a separate emergency contact as well as your own in case we are unable to reach you). We ask for these at the beginning of each academic year, and for any new students that join us.
- It is your responsibility to make your tutor aware of any medical conditions or injuries/illnesses prior to class (this must be in advance so that we can tailor to any needs as best as we can). This ensures we can accommodate you and avoid further damage. This also included any learning differences, so that we are able to best tailor classes to suit these needs.
- Wear sensible shoes/clothing to class that you are comfortably able to move around in. We sometimes have exercises in class that involve running or sitting on the floor so be prepared. **Students must have shoes on for class.**
- Remember that the theatre is a place for creativity – come prepared to play!
- We reserve the right to refuse any student to class as we see fit, no refund will be given on these occasions. Refunds will only be given on the occasion that class is cancelled by CDS (not including government mandated closure) and no alternative date or future discount is able to be offered.
- If you have a one-on-one session and do not arrive within ten minutes of your time slot, the session will be lost without refund.

- If you miss a class it is up to you to catch up and make sure there is nothing to prepare for the next week. On occasion students have to learn lines or get hold of a script/monologue so please always check with us.
- Since the covid-19 pandemic we will be following Government guidelines to ensure all of our students safety. Sanitize stations are now around the theatre, and we will comply with any other advisories that develop.
- Please note there is a **fee for the late collection** of students after the drama classes. If a student has not been collected within 10 minutes of the class finishing, the parents/guardians will incur a \$10 fee. Thereafter, each 10 minutes, or part of 10 minutes, will incur a further \$10 fee. All late fees must be settled in order to enroll in any future classes at CDS. If this happens more than twice, further action will be taken.
- **DIGITAL THEATRE** – Caystage students have access to the Digital Theatre Platform (thanks to the generous sponsorship of Megasol), which is like Netflix for theatre people and hosts hundreds of audio and video productions of well-known plays. A login will be sent with booking confirmation.