

2019-20 STUDENT & PARENT HANDBOOK



THE PERFORMING
ARTS SCHOOL at



THE PERFORMING
ARTS SCHOOL at



bergenpac.org/education • 201-482-8194



@bergenPACPAS

1 Depot Square • Englewood, NJ • 07631

2019-20 Season

Dear Families of the Performing Arts School:

We are thrilled to welcome you to the 2019-20 season!

The Performing Arts School at bergenPAC offers a variety of classes to train students in the performing arts (music, dance, theater, early childhood and recording) with professional and experienced faculty within a supportive and motivating environment. Students of all ages and skill levels will learn, grow and develop their skills and will participate in unique performance opportunities.

Please read this handbook carefully as it contains important policies and procedures for the school. We appreciate the commitment, passion and dedication that all of you will share in this exciting season.

Please don't hesitate to reach out to us at any time if there is anything we can do to help you and your children to have a wonderful artistic experience with us.

Sincerely,



Alexander Diaz
Creative Director of Education & Outreach



Becky Serico
Managing Director

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“Arts education aids students in skills needed in the workplace: flexibility, the ability to solve problems and communicate, the ability to learn new skills, to be creative and innovative, and to strive for excellence.”

– *Joseph M. Calahan, Director of Cooperate Communications, Xerox Corporation*

Mission and History

About The Performing Arts School at bergenPAC

The education program at bergenPAC features a series of classes, school residencies, workshops, live performances, student productions and ensemble groups in the performing arts for students ages 3 months to 21 years old. The program provides students with unique and “hands-on” arts training by industry professionals that allow them to gain real world experience and enhance academic achievement through the arts. bergenPAC’s arts education initiatives occur on-site at our new Performing Arts School building at 1 Depot Square, Englewood, NJ or off-site at other schools. The school reaches more than 30,000 students annually. The Performing Arts School offers basic and professional level performing arts classes and ensemble groups and productions in theater, dance and music for students of all ages. The school also offers beyond bergenPAC, a school Partnership Program with school districts throughout the area.

History

The Englewood Plaza Theatre opened on November 22, 1927 and provided the city with a vibrant cultural center for several decades until closing in 1973. But three years later, in 1976, a group of local citizens brought the building back to life as the John Harms Center for the Arts. Major renovations in the 1990s turned it into a modern concert hall and arts facility, while preserving the vintage acoustics that made it a unique and sought-after performance and recording site. A performing arts school was also created within the theater. But after falling victim to post-9/11 declining sales revenues, John Harms closed in 2003, leaving a gaping hole in the region’s cultural life.

Recognizing the value in having a vibrant arts institution, the theater was re-energized once again when a small group of dedicated residents, led by its founder and current mayor of Englewood, Frank Huttler III, opened the Bergen Performing Arts Center on April 30, 2003. Working together, the six founding trustees developed a plan to first revitalize the theater and then build a strong arts education facility. Their efforts ultimately enhanced the quality of life for residents throughout North Jersey and beyond.

The Performing Arts School at bergenPAC Staff

Alexander Diaz, *Creative Director of Education & Outreach*

Becky Serico, *Managing Director*

Arlene Grunfeld, *Assistant Managing Director*

Gerrilynn Guerrero, *Assistant Director, Outreach*

Roberta Mathes, *Artistic Director, Dance*

TK Bellinger, *Education Associate*

Amy Bowling, *Education Associate*

Chrissy Robert, *Education Associate*

Tom Tarkazikis, *Recording Sound Engineer*

Important Contact Information

Performing Arts School Office: TK Bellinger, *Education Associate*
201-482-8194 x78

education@bergenpac.org

**CALL THIS NUMBER IN CASE OF AN
EMERGENCY/RUNNING LATE FOR CLASS**

Arlene Grunfeld, *Assistant Managing Director*

201-482-8194 x35

agrunfeld@bergenpac.org

bergenPAC Security Contact: 201-816-8160, x12 or x31

bergenPAC Box Office: 201-227-1030

Englewood Police Dept: 201-568-2711

The Performing Arts School Faculty Listing

DANCE

Artistic Director

Roberta Mathes

Kalena Brown, Hip-Hop and Afro-Modern Dance Instructor

Yucari Kobayashi, Ballet Instructor

Kirsten Lane, Ballet Instructor

Amelia Lowe, Contemporary Instructor

Natalie Lugo Guillod, Jazz Instructor

Miro Magloire, Ballet Instructor

Alexandra Williamson, Horton Instructor

MUSIC

Glenn Gordon, Chorus Director & Accompanist

Katherine Mena, Musical Theater Voice Instructor

Tom Tarkazikis, Piano, Violin and Music Theory Instructor

Private Lessons

Nadine Herman (Voice)

Katherine Mena (Musical Theater Voice)

Yoonah Oh (Piano)

Tom Tarkazikis (Bass, Guitar, Drums)

THEATER

Anthony Caiola, Intro to Drama, Creative Drama I & II & Teen Acting Instructor

Gregory Hanks, Creative Drama I & II Instructor

Rebecca Sonia, Musical Theater, Theater Dance, & Showtime Jr. Instructor

Tom Tarkazikis, Showtime Jr. Instructor

Nick Zaccario, Theater Instructor

EARLY CHILDHOOD

Wendy Bain, Early Childhood Music Instructor

Anthony Caiola, Creative Drama Tots Instructor

Kalena Brown, Dancing Tots & Twinkle Toes for Tots Instructor

Rebecca Sonia, Jazzy Movers Instructor

CULTURAL PROGRAMS

Yoonah Oh, Piano & K-Pop Instructor

RECORDING

Tom Tarkazikis, Recording Class Instructor

**Subject to change*

Important Dates for the 2019-20 Calendar Year

September 4 – 5, 2019: Open House

September 9, 2019: First Day of Classes

Month of September: Free Trial Class Month

September 16, 2019: First Day of Early Childhood Classes

September 29 – Oct. 1, 2019: Rosh Hashanah

October 8 – 9, 2019: Yom Kippur

Nov. 28 – Dec. 1, 2019: Thanksgiving Break

December 22, 2019 – January 5, 2020: Holiday Break

Month of January: Free Trial Class Month

January 20, 2020: Martin Luther King, Jr. Day

February 17, 2020: Presidents' Day

April 5 –12, 2020: Spring Break

May 22 – 25, 2020: Memorial Day Weekend

June 7, 2020: Raise the Curtain Performance Celebration

**Subject to change*

Student Sign-In and Sign-Out Procedure

All students must digitally sign in and out at the front desk with a bergenPAC staff member upon arrival and departure for class. Students may arrive no earlier than one half-hour before class and must be picked up no later than one half-hour after class is completed.

The building hours are as follows during regularly scheduled class days:

Monday through Thursday: 9:30am to 9:30pm

Friday: 9:30am to 7pm

Saturday: 9:30am to 5pm

Sunday: office is closed (classes take place as scheduled)

bergenPAC has security staff during building hours only. You must arrange for your child to be dropped off and picked up during regular building hours.

Parking: Parking is available in the school parking lot designated by signs. Please do not park in other nearby lots or other spaces. The surrounding areas are tow-away zones and are for permit parking only. If our parking lot is full, there is metered parking available on nearby streets.

Lounge Area

The Performing Arts School at bergenPAC is a NUT FREE ENVIRONMENT. Please refrain from bringing any nut related products.

Students may purchase water from the vending machine for \$1.00. Only water is allowed in the classrooms and dance studios. bergenPAC is not responsible for lost or stolen valuables and encourages students not to bring valuables to the facility.

Cell Phone Policy

Cell phones are not permitted during class. If a student must communicate with a parent in the case of an emergency, the student will be asked to go to the front desk to take the phone call.

Faculty and staff reserve the right to confiscate cell phones if a student does not abide by the policy. The phone will be returned to the parent at pick-up.

If there is an emergency and families must contact their student immediately, please call 201-482-8194 x78.

Communications to Families

EMAILS:

All communications between the school and our families is done via email and phone calls. Please understand that the emails will be sent to the address that you have provided on your child's registration application. Emails will come from a general email address, entitled "The Performing Arts School." Please make sure to read these emails and that they do not go into a junk folder, as they contain important updates throughout the season. We will follow up emails with phone calls on occasion, especially if it is an urgent matter such as a weather cancellation.

There may not be any communications between teachers and students under 18 years of age via text or otherwise. All communications must include parent/guardians and be via email.

Please notify us immediately if there are any changes to your contact email or phone number.

Culminating Performances and Ticket Information

TICKETS FOR FINAL PERFORMANCES:

All classes have a final performance where friends and family are invited to see the accomplishments of the students, and this is *Raise the Curtain* on June 7, 2020. Tickets are available for the performance at a minimal charge. Guests may arrive no earlier than one half-hour before the start time for the performance.

Performance venue for *Raise the Curtain* is the bergenPAC Taub mainstage. Other performances throughout the year may be scheduled in the Drapkin Cabaret & Lounge, and studios at The Performing Arts School.

Policies and Procedures

Students are expected to represent the Performing Arts School at bergenPAC by adhering to the following policies and procedures:

The Performing Arts School at bergenPAC will not tolerate bullying, vandalism, theft, or disrespectful language or behavior.

bergenPAC administrative staff reserve the right to suspend or expel a student from the program at any time for failure to adhere to the rules and values of the school.

Rules are established in order to maintain a safe, positive and professional environment for the school and community. If students do not follow the Rules of Conduct a warning will be given and parents will be notified. In the event that a disciplinary issue is not resolved and rules continue to be violated after parents have been contacted, ***no refund of tuition will be given to any student asked to leave the program.***

Student Responsibility

The Performing Arts School at bergenPAC is an environment for serious students who want to develop their skills in the performing arts. All students are expected to abide by the rules of the school, and commit to regular practice time outside of class to get the most out of their learning experience. All students will be advised by their instructors about required class materials and students are expected to be prepared for each class session. Lines, music and choreography, etc. are expected to be learned by the deadline provided by the instructor in class.

In order to maintain a creative, educational and safe environment, students are expected to uphold and respect the following Rules of Conduct.

1. Once you are signed in and dropped off by a parent/guardian, do not leave the Performing Arts School without permission from a bergenPAC staff member, for any reason.
2. Respect the Performing Arts School facilities, faculty, staff and students at all times.
3. Do not miss class or be late. Unless of unexpected illness or family emergency, students are expected to attend every class session and be on time. No more than two excused absences will be granted per program session. Excused absences must be submitted in writing in advance and approved by the Managing Director.
4. Do not bring valuables to the building. The Performing Arts School at bergenPAC is not responsible for lost, stolen or damaged items, including but not limited to: cell phones, iPads, tablets, jewelry or clothing. **Please be aware that there are security cameras throughout the building.**
5. Do not eat in studios or any other facility or campus area other than the lounge.
6. The studio spaces must be cleared of all personal items and cleaned before leaving class each day.

Discipline Protocols for Behavior Issues

bergenPAC takes behavior concerns very seriously. As such, the following protocols will be followed with regard to dealing with behavior problems.

1. Verbal Warning

- Take the student out of the classroom and have a conversation
- Teacher documents conversation and sends to Managing Director
- Operations Manager receives report and notifies parent via email or phone call, depending upon the severity of the situation

2. Written Warning and Discussion with Managing Director

- Once verbal warning is given, if issue persists, Managing Director is notified
- Managing Director receives report and writes warning letter
- Managing Director talks with student and presents student with warning letter
- Managing Director sends letter to parent and follows up with phone call

3. Program Suspension or Expulsion

- If issue persists after verbal and written warning, and/or if an incident is severe, parent will be notified and asked to come in to speak with student and Managing Director
- No refund will be given if a student is suspended or expelled from the program due to breaking the Rules of Conduct

Safety

SAFETY WITHIN THE bergenPAC FACILITY:

The safety of all students is very important to us. In addition to our in-house security staff at the school and at the theater, we are also within close proximity to the Englewood Police Department, which is located at 75 South Van Brunt Street, Englewood, NJ 07631. **Students are required to remain in the Performing Arts School at all times, and are not permitted to leave the building without an adult.**

FIRE DRILLS:

As a safety measure, fire drills may happen regularly and without warning. In such an event, please follow instructions from bergenPAC staff and leave the building quickly and in an orderly fashion. The meeting place will be directly across the street in Veteran's Park at Depot Square. Your teachers and staff will take a headcount once everyone is at the park. You must remain at the park and not go back into the building until instructed to do so led by faculty/staff.

INCLEMENT WEATHER PROCEDURE:

In the event of inclement weather, please check your email. The school will send out an email communication if classes are canceled during the business day. Otherwise, please check our voicemail, our website and/or our Facebook page for updates regarding delays and/or cancellations due to weather.

Traffic Alert! Please be aware of traffic and construction delays, and plan accordingly. Please be careful crossing the street upon entering/exiting the building, as it is a very busy street.

Medical

MEDICAL FORM

A Medical Form is part of the registration application, and must be completed in order to register.

bergenPAC staff members are ready and available to deal with minor first aid issues. We have first aid kits at the front desk. In the case of sickness or injury, parents will be notified and the student will be taken to the Emergency Room with a bergenPAC employee. The nearest hospital is Englewood Hospital at 350 Engle Street, Englewood, NJ 07631.

All bergenPAC staff are required to hold CPR certification. The PAS staff members are CPR infant and adult certified. There is an AED (automated external defibrillator) in place near the entrance to the bathrooms, which PAS staff are trained to use in an emergency.

MEDICATION

Students are not allowed to carry any prescription or over-the-counter medication in the school. If a student requires medication, a parent/guardian must inform bergenPAC staff via email.

BATHROOM PROTOCOL

Students who are part of any program that does not include a parent/guardian must be toilet trained. If frequent accidents occur, a parent/guardian will be notified and proper action will be taken. The exception is the Mommy & Me Music classes because a parent/caregiver must be present in those classes.

FIRST AID/MEDICAL EMERGENCIES:

A bergenPAC staff member will be available to administer first aid and handle emergency situations. If it is something minor, our staff will address the situation.

In the event of serious illness or injury, bergenPAC will call emergency services. Please note that EMTs are required by law to call an ambulance to transport a minor child to the emergency room if a parent/guardian is unable to immediately assume responsibility.

for the child in person. Parents/guardians will be notified immediately. If parent/guardian cannot answer our call, the first emergency name provided upon registration will be contacted. All incidents will be documented carefully for our records and for the records of the family.

Injury Reporting

In case of an injury, please adhere to the following protocol:

INJURIES:

1. Immediately notify a bergenPAC staff member and provide as much details as possible.
2. The bergenPAC staff member will help the student, and will administer proper first aid as needed, and will write an injury report.
3. The bergenPAC staff member will stay with student, call/bring in a parent if needed, etc.

Touch During Instruction

Human touch is an essential and typical component of instruction in dance, theater, and music. Illustrating a point about breath control, a voice instructor presses on a student's diaphragm. A dance teacher's hand on a student's body can be used to demonstrate correct dance posture and form.

Though use of touch during performing arts instruction is common, some students may be more or less comfortable than others.

Instructors in our programs will remain mindful of the students' needs and expectations. In teaching minor students, for example, a bergenPAC instructor cannot use touch in the same way that the instructor experiences it in his or her own professional training.

bergenPAC faculty have been instructed to adhere to the following guidelines to help maintain comfort:

1. Limit touch to what is necessary and appropriate for the instructional point.
2. Always ask first if a student is comfortable.
3. Always explain the purpose before using touch during instruction.
4. If a student seems uncomfortable or expresses any concerns about touch, acknowledge the matter and immediately stop. Notify a bergenPAC staff member.

Dress Code

Students at the Performing Arts School at bergenPAC are encouraged to dress in clothes and shoes that allow them to dance, sing and act comfortably. No dresses or skirts. Jewelry of any kind is strongly discouraged. Students must wear attire that is appropriate for a school environment. Frayed or ripped clothing or anything revealing is not permitted. Certain classes will have specific attire requirements. Please call our front desk or check our website for clarification.

Missed Class/Makeup Policy

Students are welcome to make up any missed classes based on availability if they have an excused absence. Make-ups must be completed within the session. Make-ups are non-transferable to other disciplines. The Performing Arts School is not obligated to offer make-ups for any unexcused absences.

Attendance & Tardiness

Consistent attendance is crucial to the learning process. Students are allowed no more than two excused absences per calendar year. Excused absences must be submitted to Performing Arts School administration at least two weeks in advance. Please call the front desk to inform us if you will be absent or late to class. Make every effort to be on time. Excessive absences may result in a student not being allowed to perform in the culminating performance.

Private Lesson Cancellation

If a student needs to cancel a private lesson, we must be notified no later than 1pm the day of the lesson. The lesson can then be rescheduled within two weeks. If notice is not given by 1pm, or a student does not show up for a lesson, no make-up lesson will be given. Missed lessons are non-refundable and non-transferable between family members.

Class Placement/Switching Classes

Some classes offer multiple levels (beginner, intermediate, etc.), and these classes require placement into the appropriate skill level. This is determined by the teacher during the first couple of weeks of class. Sometimes a teacher will recommend that a student switch to a different class, depending upon the skill level and needs of the student. The Performing Arts School offers instruction to students at all ages and

abilities. Placement is always done with the best intentions for the student and to provide a safe and comfortable learning environment for all.

Tuition Payment/Refund Policy

Tuition is due in full upon registration. Payment plans can be arranged upon request. Refunds are possible within the first four weeks of the session. A \$50 drop fee is charged if a class must be dropped after the first four weeks of the school year.

Scholarships

Scholarships are available for any of our programs for those who demonstrate need. No child will be turned away due to an inability to pay tuition. The 2019/20 Scholarship application can be found at bergenPAC.org/education/scholarships

Social Media Protocols

bergenPAC wishes to actively participate online in a respectful, professional way that builds our relationships and increases our exposure.

Please follow these guidelines when posting, commenting or using social media in any way that involves bergenPAC and its staff, faculty, students and families:

- Post comments that are respectful and accurate.
- Do not infringe on copyrighted material, including photo, video and music files.
- Do not post inappropriate material. bergenPAC social media outlets are monitored closely and any such activity will be reported, documented and taken seriously.
- Do not post on social media during class time. Your teacher reserves the right to confiscate your cell phone during class.
- Always check that posts are spelled correctly and that you tag bergenPAC and the Performing Arts School
- REMINDER: Any media inquiries (traditional such as print, radio, TV, or “new,” such as websites, blogs, and fan pages) must always be referred to the Public Relations Manager at 201-816-8160 x38.

Please use these URLs for the official Performing Art School and bergenPAC-controlled social media outlets. We hope you will “Follow” and “Like” our page if you haven’t already, and actively participate online.

THE PERFORMING ARTS SCHOOL AT BERGNPAC

#bergenPACPAS
@bergenPACPAS

www.facebook.com/bergenPACPAS
www.instagram.com/bergenPACPAS
www.twitter.com/bergenPACPAS

BERGENPAC

#bergenPAC
@bergenPAC

www.facebook.com/bergenPACfan
www.instagram.com/bergenPAC
www.twitter.com/bergenPAC



Staff

Administration

Dominic Roncace

President & CEO

Melissa Ortiz

Executive Assistant to the President & CEO

Box Office

John Howard

Director of Ticketing

Eric Holsten

Box Office Manager

Sean Mulligan

Box Office Coordinator

Development

Rosalie Berlin

Community Engagement Manager

Devin Cohan

Corporate Sponsorship & Advertising Manager

Helene Cohen

Arts Access & Client Services Manager

Caitlin Christensen

Development Associate

Shoshana Davis

New Business Development Manager

Karen Forgione

Grants & Membership Manager

Education

Alexander Diaz

Creative Director of Education & Outreach

Becky Serico

Managing Director

Arlene Grunfeld

Assistant Managing Director

TK Bellinger

Education Associate

Gerrilynn Guerrero

Assistant Director, Outreach

Roberta Mathes

Artistic Director, Dance

Tom Tarkazikis

Recording Sound Engineer & Music Teacher

Finance

Scott Foster

Director of Finance

Venetia DiMarzo

Assistant Director of Finance

Marketing

Diane Niedzialek

Director of Marketing

Victoria Greig

Graphic Designer & Web Content Manager

Sam Passow

Public Relations & Social Media Manager

Operations

Marc Farrand

Director of Operations

Jessica Thom

Asst. Dir. of Operations & Director of Volunteers

Production

Joe Feola

Technical Director

Daniel Hayden

Physical Plant Manager

Programming

Cory Ness

Director of Programming

Aly Adamopoulos

Programming & Special Accounts Manager



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STUDENT AND PARENT ACKNOWLEDGEMENT

By signing below, I certify that:

I have received a copy of The Performing Arts School at bergenPAC's Student and Parent Handbook.

I have read the Student and Parent Handbook and understand all of the policies and procedures contained therein.

I agree to abide by all policies, procedures, and rules set forth in the Student/Parent Handbook. I understand that failure to comply with these terms may result in expulsion from The Performing Arts School at bergenPAC classes.

I grant The Performing Arts School at bergenPAC permission to contact my child via their personal email account.

Print Name of Student

Print Name of Parent/Guardian

Student Signature

Parent/Guardian Signature

Date

Date

This form must be signed by parent/guardian and student and returned to The Performing Arts School at bergenPAC.