



# THE PERFORMING ARTS SCHOOL

## 2017-18 Season Student and Parent Handbook



**1 Depot Square  
Englewood, New Jersey 07631  
Phone: 201-482-8194  
Email: [education@bergenpac.org](mailto:education@bergenpac.org)**

2017-18 Season

Dear Families of the Performing Arts School:

We are thrilled to welcome you to the 2017-18 season!

The Performing Arts School at bergenPAC offers a variety of classes to train students in the performing arts (music, dance, theater 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,



Becky Hinkle  
Managing Director  
The Performing Arts School  
bergenPAC



Alexander Diaz  
Creative Director  
The Performing Arts School  
bergenPAC

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*“A growing body of studies presents compelling evidence connecting student learning in the arts to a wide spectrum of academic and social benefits. These studies document the habits of mind, social competencies and personal dispositions inherent to arts learning. Additionally, research has shown that what students learn in the arts may help them to master other subjects, such as reading, math or social studies.”*  
(<http://www.nasaa-arts.org/Publications/critical-evidence.pdf>)

# Mission and History

## About bergenPAC Performing Arts School

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 2 1/2 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 Huttle 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.

## bergenPAC Performing Arts School Staff

Alexander Diaz, *Creative Director*  
Becky Hinkle, *Managing Director*  
Wendy Bain, *Program Director, Early Stars*  
Roberta Mathes, *Artistic Director, Dance*  
Arlene Grunfeld, *Operations Manager*  
Gerrilynn Guerrero, *Outreach and Education Manager*  
TK Bellinger, *Education Associate*  
Amy Bowling, *Education Associate*  
Yvonne Bowling, *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](mailto:education@bergenpac.org)  
**CALL THIS NUMBER IN CASE OF AN  
EMERGENCY/RUNNING LATE FOR CLASS**

Arlene Grunfeld, *Operations Manager*  
201-482-8194 x35  
agrunfeld@bergenpac.org

Wendy Bain, *Program Director, Early Stars*  
201-482-8194 x70  
wbain@bergenpac.org

bergenPAC Security Contact: 201-816-8160, x12 or x31  
bergenPAC Box Office: 201-227-1030

Englewood Police Dept: 201-568-2711

## Performing Arts School Faculty Listing

### DANCE

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#### Artistic Director

Roberta Mathes

Lisa Garino, Acro Instructor

Yucari Kobayashi, Ballet Instructor

Kirsten Lane, Ballet Instructor

Miro Magloire, Ballet Instructor

Danielle Hernandez, Competition Team Coach

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

Alexandra Williamson, Horton Instructor

Natalie Lugo, Jazz Instructor

Rebecca Sonia, Jazz & Tap Instructor

Nicole Mahncke, Tap Instructor

### MUSIC

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Jeffrey Bryant, Chorus Director

David Stolarz, Chorus Accompanist

Katherine Mena, Musical Theater Voice Instructor

Private Lessons

Marilia Caputo (Piano)

Nadine Herman (Voice)

Katherine Mena (Musical Theater Voice)

So Young Park (Piano)

Courtney Shaeffer-Feliciano (Piano, Voice)

Lisa Steinberg (Violin)

Tom Tarkazikis (Bass, Guitar, Drums)

### THEATER

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Anthony Caiola, Intro to Drama and Creative Drama II Instructor

Jane Keitel, Teen Acting Instructor

Derek Kinnear, Creative Drama II Instructor

Rebecca Sonia, Musical Theater & Theater Dance Instructor

Nick Zaccario, Creative Drama I Instructor

### EARLY STARS

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#### Program Director

Wendy Bain

Anthony Caiola, Creative Drama Tots Instructor

Madeline Calandrillo, Theater/Creative Drama Tots Instructor

Kalena Brown, Mommy & Me Movement Instructor

Kelly Craig, Dancing Tots Instructor

Kirsten Lane, Pre-Ballet Instructor

Rebecca Sonia, Dancing Tots Instructor

### CULTURAL PROGRAMS

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So Young Park, K-Pop Instructor

### RECORDING

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Tom Tarkazikis, Recording Class Instructor

*\*Subject to change*

## **Important Dates for the 2017-18 Calendar Year**

**September 6 – 7, 2017: Open House**

**September 11, 2017: First Day of Classes**

**September 20 – 22, 2017: Rosh Hashanah (No classes)**

**September 29– 30, 2017: Yom Kippur (No classes)**

**November 23 – 26, 2017: Thanksgiving Break (No classes)**

**December 21, 2017 – January 2, 2018: Holiday Break  
(No classes)**

**January 8 – 13, 2018: Free Class/Bring a Friend Week**

**January 15, 2018: Martin Luther King, Jr. Day (No classes)**

**February 16 – 19, 2018: Presidents' Weekend (No classes)**

**February 26 – March 3, 2017: Parent Observation Week**

**April 10-16, 2017: Spring Break (No classes)**

**May 25-28, 2018: Memorial Day Weekend**

**June 3 – 11, 2017: Culminating Performances for classes**

**June 10, 2018: 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 4pm

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**

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:**

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All communications between the school and our families is done via email. 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.

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:**

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All classes have a final performance where friends and family are invited to see the accomplishments of the students. Tickets are available at a minimal charge for all performances. Guests may arrive no earlier than one half-hour before the start time for the performance.

Performance venues include the bergenPAC mainstage, 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:**

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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:**

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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:**

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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**

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

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 management team members are CPR infant and adult certified.

## **Medication**

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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**

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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:**

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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:**

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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 In Instruction

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Human touch is an essential and typical component of instruction in dance, theater, and music. Illustrating a point about breath control, a voice professor 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 in 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 in 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**

24-hour notice must be given if a student needs to cancel a private lesson. The lesson can then be rescheduled within two weeks. If 24-hour notice is not given, 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 many of our programs. The 2017/18 Scholarship application can be found at **[bergenPAC.org/education](http://bergenPAC.org/education)**.

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## 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 Communications Department at 201-816-8160 x38.

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

<https://www.facebook.com/bergenPACfan/?fref=ts>  
<https://www.facebook.com/bergenPACPAS/?fref=ts>

<https://www.instagram.com/bergenpac/>

<https://www.twitter.com/BergenPAC>

- When posting, Always Tag and Hashtag
  - bergenPAC
  - bergenPACPAS
  - @The Performing Arts School
  - @Bergen Performing Arts Center



## Staff

### Administration

Dominic Roncace, President & Chief Executive Officer  
Annie Cole, Assistant to the Chief Executive Officer

### Education

Alexander Diaz, Creative Director  
Becky Hinkle, Managing Director  
Wendy Bain, Program Director, Early Stars  
Roberta Mathes, Artistic Director, Dance  
Arlene Grunfeld, Operations Manager  
Gerrilynn Guerrero, Education Outreach Manager

### Programming and Marketing

Cory Ness, Director of Programming  
Aly Adamopoulos, Programming & Special Accounts Manager  
Diane Niedzialek, Director of Marketing  
Tori Greig, Graphic Designer & Web Content Manager

### Development

Shannon Eadon, Director of Development  
Helene Cohen, Special Events & Arts Access Manager  
Rosalie Berlin, Community Engagement Manager & Group Sales  
Brian T. Wilson, Membership Manager

### Box Office

Amanda Abbott, Ticketing Manager  
Jason P. Ver Hage, Administrative Manager

### Operations

Marc Farrand, Director of Operations  
Jessica Thom, Assistant Director of Operations and Director of Volunteers  
Daniel Hayden, Physical Plant Manager

### Finance

Scott Foster, Director of Finance/Controller  
Venetia DiMarzo, Assistant Director of Finance

### Production

Joe Feola, Technical Director  
Greg Freedman, Sound Engineer



## Board of Trustees

Chris Yegen, *Chairman*  
Robert Cook, *Treasurer*  
Kelli Rabke, *Secretary*  
Mitchell Sacks, *Vice President*  
Koryn Schermer, *Vice President*  
Fadi Chartouni  
Jake Chung  
Ronald Couri  
Julie Diaz  
Ludmila Golad  
Amelia Gold  
Hetal Gor  
Hon. Frank Huttle, III  
Bernard J. Koster  
Erik Maschler  
Devry Pazant  
Gary Phillips  
Robert Rey  
Dominic Roncace  
Matt Ross  
Michael Shannon  
Charles Silberman  
Hon. James Tedesco  
Dionne Warwick

## Foundation Board

Angelica Berrie, Honorary Chairperson  
J. Agresta, Sr., and Family  
Donald Aronson  
Michel Bittan  
Marc Byron  
Robert Cook  
Eugene and Julie Diaz  
Donald Drapkin\*  
Karen Eisenbud  
Hon. Frank Huttle, III  
Valerie Vainieri Huttle  
Lawrence Kaplen  
Michael Kempner  
Sam Mann  
Lucia Palestroni  
Robert Rey  
Kay Ritta\*  
Mitchell Sacks  
Edmondo Schwartz  
Stanley Shirvan  
Lori Stokes  
Chris Yegen

\*Emeritus



# THE PERFORMING ARTS SCHOOL

## STUDENT AND PARENT ACKNOWLEDGEMENT

By signing below, I certify that:

I have received a copy of the bergenPAC Performing Arts School Student and Parent Handbook.

I have read the Student/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 bergenPAC Performing Arts School classes.

I grant 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.