



The Capitol
THEATRE
ACADEMY

L'ACADÉMIE
DE THÉÂTRE
du Capitol

FALL 2021

Capitol Theatre Academy

*The Academy fosters a love of the performing arts by nurturing creativity, promoting collaboration, enhancing communication, improving self-confidence and identity building. All classes are instructed at a level appropriate to the age group and are for both the novice and experienced in a safe and nurturing environment. This document has important information about our classes, policies and our operation plan to limit the spread of COVID-19. **This version was created on July 21, 2021.***

1. General Information

- **Form:** Once you've registered through the Capitol Theatre Box Office, you'll receive a mandatory form to fill out. If you have not received the form, please contact us: academy@capitol.nb.ca
- **Drop off and pick up: 33 Church Street** (Capitol House, at the corner of Queen and Church Streets.) For security reasons, we ask that you take the time to park your car and accompany your child to the door. There is parking on Church and Alma Streets if the parking lot next to the building is full. During the semester, we will walk to the Capitol Theatre for a few classes. It is therefore important that the participant is dressed appropriately for a 2-minute walk outside.
- **Each participant will need:**
 - A water bottle that can be filled on site.
 - To wear comfortable (adequate) clothes, appropriate for moving a lot. No jeans or dresses/skirts.
 - Cell phones and other electronic devices are not allowed. Cell phones must be turned off or on silent mode. Because theatre is about human interaction and being in the moment, technology can often be a distraction.
 - For the final class, participants should wear comfortable black or dark clothes for the presentation.
 - To wear a community mask until they are in their classroom (to be determined).
- **A typical class:** The instructor will explain the class guidelines and start with a physical, vocal and creative warm up. Then, the instructor explores theatrical concepts with the participants. Finally, the instructor will work with participants to create a short play or skits.
- **End-of-session showcases (open class):**
 - For the Fall session, showcases will be at the Empress Theatre between November 28 and December 7. Please note that the day and time may differ from their usual class time.
 - Each class will showcase what participants have learned by presenting theatre exercises and a short play or skits.
 - Participants should wear comfortable black or dark clothes for the presentation.
 - We provide the elements of costumes and accessories free of charge.

IMPORTANT - We will confirm with you later in the session if the showcases will be in front of a live audience or online.
A more developed play with technical elements will be presented on the Capitol Main Stage during the Winter session.

2. Policies

- **Responsibilities:** It is understood that, by attending the **Capitol Theatre Academy**, participants and parents comply with all Policies & Procedures as set out in this document. It is also understood that parents and participants cannot hold their instructors, the administrators or the Capitol Theatre liable or responsible for any type of injury, damages, lost or stolen items.

- **Allergy and medical condition:** The parent is responsible for notifying us, at registration, if the participant has any allergies or medical condition.
- **Absentees:** If the participant is not attending, there will be no reimbursement. It is the parent's responsibility to contact us by email or by phone to let us know if their child will be late, absent or has to leave early.
- **Cancellation plan:** If the Academy decides to cancel a class because of the weather or any other reason, it's possible that the class will be offered online. We will send an email 2 hours prior to the beginning of the class and post it on our Facebook page: [The Capitol Theatre Academy - L'Académie de théâtre du Capitol](#). The participant and/or parents are responsible for checking their email or Facebook to be informed of our decision before coming to class.
- **Refunds:**
 - To cancel a registration, an email must be sent directly to the Academy Director at least 24 hours before the class starts at: academy@capitol.nb.ca.
 - A \$50 administration fee will be retained for a refund made after the registration deadline of September 10.
 - If the Academy cancels a group, a full refund will be issued.
 - **No refunds after 24 hours before the start time/date of the class.**
 - If the cancellation request is made before the registration deadline, it will be possible to obtain a credit that will be issued as a gift card for the Capitol Theatre.
- **Payment methods:** The full payment has to be done to register online (by credit card) or in person/over the phone at the Capitol Theatre Box Office (by credit card, debit card, cheque or cash).
- **Cheque:** Please make cheque payable to: Capitol Theatre. All NSF cheques will carry a service charge of \$10.
- **Discounts:** A 10% discount applies to registrations received before August 23. A 25% discount (on the lowest fee) is offered for a second family member or a second class for the Fall 2021 session (this discount will only be applied when classes start). No discounts can be combined.
- **Receipts:** When you register through the Box Office, you will receive a receipt by email from the Box Office.

3. COVID-19 Operational plan: Guidelines

Due to the COVID-19 pandemic and the restrictions necessary to reduce risks, our environments will not appear and function in the same way as before. To establish a new environment, we had to adapt our operation to this new reality.

As the provincial instructions have not yet been specified for the fall, they will be communicated to you in early September. Our activities follow provincial guidelines for recreational and cultural activities. By registering for our program, you agree to abide by the guidelines of the Province of New Brunswick.

For questions or additional information, please contact our Director:

Mélanie Lavoie

Director, Capitol Theatre Academy

melanie@capitol.nb.ca

506.383.6200