



Policies

Eligibility

We encourage all children in grades 2 through to grade 8 to see what Artista Academy is all about! We also encourage students in grades 9 through to grade 12 to audition for the high school program – Lumina. To be eligible to be accepted into the program, your child must attend audition prep and audition. Students who do not attend audition prep will not be permitted to audition. This ensures all participants, as well as parents, are equally prepared and understand the expectations of the audition process and program. Auditioning does not guarantee your child will be accepted into the program. Artista Academy reserves the right to change the eligibility criteria to ensure the program operates as intended.

Auditions

Auditions typically include 3 elements: singing, acting, and dancing. Information on audition songs, choreography, and acting scenes will be communicated prior to auditions.

Waitlist

Artista Academy may create a wait list of children that may be eligible to enter a program. If space becomes available on a cast, Artista Academy will consult said waitlist and contact parents/guardians at the Artistic Director's discretion.

Schedules

Artista Academy's Musical Theatre program for grades 2 through to grade 8 typically runs every other Saturday from September to April or May with a large-scale production in the spring.

The Lumina program geared towards high school aged students typically runs every Tuesday evening from September until January or February with a large-scale production in the winter.

Samples of each programs schedule will be provided within the audition prep package. A detailed version of your child's specific cast schedule will be provided upon acceptance into the program.

Expectations

Attendance

Rehearsals are mandatory for all students. As the full schedule is provided at the beginning of the season, students are expected to attend every rehearsal. Absences will only be excused in cases of unexpected illness or emergencies involving immediate family members. Consistent attendance is essential to ensure the success of the production and the entire ensemble.

Absences

If your child cannot attend a rehearsal, email the Artistic Director as soon as possible or text if it is within 12 hours of the start of rehearsal.

- gabi@artistaacademy.ca
- 431-777-8760

Rehearsal date switches

Rehearsal switching is no longer offered and should not be expected. In rare and exceptional circumstances, a rehearsal switch may be considered—but only for students in main roles and only with prior approval from the Artistic Director. No switches may occur without this discussion and clear permission. Chorus members are not eligible for rehearsal switches and are expected to attend every scheduled rehearsal.

Practice

Regular practice at home is extremely important. Practice vocal tracks and choreography videos will be emailed once they are available. Please ensure your child makes time between each rehearsal to practice at home.

Rehearsal attire

Students should wear comfortable fitted clothing that they are able to easily move around in (leggings, shorts, tank top, t-shirt). Please do not wear hoodies, sweatshirts, sweaters during rehearsal. Dance shoes for rehearsal are optional.

Costumes

Parents/guardians should be prepared to provide elements of costumes (ex: tank top, shorts, dance shoes). You will be notified in advance of items required for performances.

Entry into rehearsals

Students may enter the studio space five (5) minutes before rehearsal time. Studio entry is limited to students and instructors. We kindly ask parents/guardians to refrain from entering the studio so students can rehearse without distraction.

Media Release Permission

Artista Academy and its representatives may take and use photographs, videos, and/or audio recordings of your child for purposes including but not limited to:

- Promotion and marketing materials
- Educational or informational content
- Online content, including social media
- Any other purpose deemed appropriate by Artista Academy

These materials may be used in various media formats including print, digital, and broadcast, and may be distributed to the public. These materials may be used without compensation. Artista Academy holds no obligation to provide notice or copies of any such materials. Artista Academy has no obligation to use the materials.

Parents/guardians can withdraw this consent at any time by providing written notice to Artista Academy, and such withdrawal will not affect materials already in use.

Logo Assets

Logo assets, promotional images, videos, recordings, and audio tracks are protected under the Artista Academy brand and may be shared but not edited, altered, or used externally without written permission from the Board of Directors.

Billing and payment terms

Payments

Registration and administration fees are invoiced upon acceptance into the program. Full payment will be required by September 30th.

Payment plan

Families who wish to pay in installments may request a payment plan. Under this plan:

- The initial payment, which covers the largest portion of the total fee, is due by September 30th. This amount will vary depending on the total program cost.
- Two additional payments of \$100 each are due on October 30th and November 30th.

To participate in the payment plan, families must choose one of the following options for the October and November \$100 each payments:

- Two post-dated cheques for the October and November payments
- Submit credit card information for automatic processing on the due dates,
- Or send e-transfers on or before each due date

Families are kindly asked to ensure that all payments are made on time according to the schedule.

Other provisions

If the fees have not been paid by the due date, late fee will be added to the amount due for each week delayed. Please see Artista Academy Fee Schedule for current fees. For delays that exceed four (4) weeks or if Artista Academy has received no warning or acceptable explanation, Artista Academy will take the following steps, at the discretion of the Accounts Administrator:

1. Letter/email with an adjusted invoice informing about the late payment will be sent to the parent/guardian.
2. In addition, the Accounts Administrator will contact the parent/guardian to discuss the late payment. If contact cannot be established after three (3) attempts, the parent/guardian will be considered notified.
3. The parent/guardian of the child will provide a cheque/payment for the total amount due, according to the agreement with Artista Academy in the 10 days following notification.
4. If Artista Academy does not receive any payment and is unsuccessful in coming to an agreement with the parent/guardian, the child will be considered removed from the Artista Academy program(s). Any unpaid debts will be brought before the Small Claims Court of Manitoba.

Insufficient funds

The parent is responsible for paying a fee for issuing a cheque with insufficient funds. Please see Artista Academy Fee Schedule for current fees. The fees and NSF cheque must be reimbursed by certified cheque, cash, or e-transfer.

Refunds

Artista Academy does not give credit and/or refunds if your child withdraws from the program, or for class(es) missed due to holiday, vacation, illness, weather, etc.

Bursary

Limited bursaries may be available for families who qualify; acceptance is at the discretion of Artista Academy's Bursary Sub-Committee, which does not include the

Artistic Director. All information provided through the bursary application process will remain confidential. For more information, email accounts@artistaacademy.ca.

Anti-bullying

At Artista Academy, we are committed to providing a safe, respectful, and inclusive environment for all participants—whether they are cast members, crew, staff, or volunteers. We believe that every individual has the right to enjoy their experience in musical theatre free from bullying, harassment, and discrimination. This policy outlines our commitment to preventing and addressing any forms of bullying within our company.

Definition of Bullying

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. It can take many forms, including but not limited to:

- Verbal bullying: Insults, name-calling, inappropriate comments, or threats.
- Social bullying: Exclusion from groups, spreading rumors, or deliberate humiliation.
- Physical bullying: Hitting, pushing, or any form of physical aggression.
- Cyberbullying: Harassment through digital platforms such as social media, texts, or emails.
- Emotional bullying: Intentionally causing distress through manipulation, intimidation, or isolation.

Zero Tolerance Policy

Artista Academy maintains a zero-tolerance approach toward any form of bullying. We expect all participants to treat each other with respect and kindness, fostering a collaborative and supportive environment both on and off the stage.

Consequences

Consequences for bullying are at the discretion of the Artistic Director and may be escalated to the Board of Directors. Consequences may vary depending on the severity of the incident and the individual's involvement but may include:

- Warnings or reprimands
- Removal from the production or cast
- Temporary or permanent suspension from future productions or events
- Referral to appropriate authorities in cases of extreme misconduct

Insurance

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Artista Academy maintains a comprehensive general liability insurance policy for staff and children who attend Artista Academy.

Liability

There are specific risks of physical, mental, or property damages, losses, injury, stress or anxiety that may result from your or your child's participation with Artista Academy. By completing registration for your child, the parent/guardian voluntarily assumes the risks associated with such participation.

Volunteer

Artista Academy is a not-for-profit organization managed by the Artistic Director and supported by the staff and Board of Directors. We value parent/guardian and family involvement, and we respect it. We encourage volunteering throughout the season to help create a successful show. If you choose to not volunteer, a waiver will be charged per enrolled child. Please see Artista Academy Fee Schedule for current fees.

Communication

Regular communication occurs between parents, children, and Artista Academy, with email being the main form of contact for parents. Reminder emails are typically sent on the 3-4 days prior to your child's rehearsal. Additional methods of communication are available to you:

- Email
 - Information, registration, schedules, volunteering, and other inquiries – info@artistaacademy.ca
 - Accounts, payments, bursaries, etc. – accounts@artistaacademy.ca
 - Board of Directors – board@artistaacademy.ca
 - Absences - Gabi – gabi@artistaacademy.ca
- Handouts
- Website

Email distribution list

On the registration form, Artista Academy asks parents/guardians of the child to provide an email address. The intent of the email list is to encourage effective, constant, quick

communication. General emails will be sent under Blind Carbon Copy (BCC). You may receive the following information by email:

- Reminder emails
- Practice expectations
- Volunteer opportunities
- Cancellations due to weather conditions or in the event of an emergency
- Other relevant information

If you would like additional email addresses added to the distribution list, contact the Administrator at info@artistaacademy.ca.

Changes to policies

The listed policies have been adopted by the Board of Directors of Artista Academy to ensure the smooth operation of Artista Academy's program(s). Any changes made to these regulations will be communicated in writing to the parents/guardians and posted on Artista Academy's website.

If you have suggestions on how these regulations can be improved, please inform us of them in writing by sending them to info@artistaacademy.ca, who will communicate them to the Board of Directors of Artista Academy.