



2023-2024 Parent / Student Handbook

Our Mission Statement

To inspire excellence, foster character, strengthen confidence and build community through theatrical arts training, performance and fellowship in a safe and healthy environment.

Our Vision

We aspire to become an outstanding arts studio in the Augusta area that not only prepares students for their first production, but also to be the first to act in love and kindness. Our goal is to inspire growth in students through character building and performance opportunities in musical theater as we prepare them both on and off stage.

Values

We seek to celebrate and cultivate the talents of our students through our programs and family-friendly performance opportunities:

1. **High Quality:** We are committed to excellence in every production and in our dedication to honor all in what we do and the way we treat each other.
2. **Community:** We seek to provide a safe space for children, youth and families to join together in building skills. We value all members of our community through positive encouragement, integrity and trust where everyone has an equal right to care, time and attention.
3. **Education:** We believe training in the arts is training for life as perseverance, teamwork, navigating triumphs and trials and building self-esteem are core elements of our process.
4. **Love and Respect:** We show love and respect to all people.

INSPIRE Team Structure

Board Members

President - Steve White

Vice President/Treasurer - Shawn McNair

Secretary - Heather Parker

Executive Director - Erika Bible

Board Member - Ky Larsen

Board Member-Kim Kaiser

Operational Team

Executive Assistant - Heather Parker

Business Team

Office Manager - Heather Parker

Front of House - Kim Kaiser and Denise Faires

Aesthetics Team

Costume Director - Ky Larsen

Assistants: Karen Daly, Heather Parker, Toni Morales, Amy Currier

Set Design - Andy Kaiser

Prop Manager - Lynette Jackson, Kelly Charles

Production Team - Billy Wilson, Fay Duncan, Anna Duncan, Jason Bible

Classes

- Casts are divided into two groups. Cast 1 meets in the afternoons and Cast 2 meets in the morning.
- ***Please Note:** If you have a senior who will be turning 18 during our semester they will have to submit a background check.
- Musical Munchkins include children ages 5-7 year old

Weekly Schedule - Spring 2024

January 3, 4, 5, 6 Welcome week/weekend and script read through

Jan 8-11 - Audition week. We will have scheduled sign up times

[Jan 15-18 - Normal schedule begins](#)

April 8-13 Studio closed for Spring Break

[April 19th Friday Rehearsal Cast 2 10a-1pm](#)

[April 20th Saturday Rehearsal Cast 1 9am-12p](#)

[April 27th Saturday Rehearsal Cast 2 10-1p](#)

[April 27th Saturday Rehearsal Cast 1 3-6p](#)

Shrek Jr

April 29 - May 5 - Show week for Cast 1, 2

April 28 - Sunday Move-in Tech/Set team rehearsal

April 29 - Monday Dress Rehearsal Cast 2

April 30 - Tuesday Dress Rehearsal - Cast 1

May 1 - Wednesday Dress Rehearsal - Cast 2

May 2 - Thursday Dress Rehearsal 6pm Show - Cast 1

May 3 - Friday Morning Show 10am - Cast 2 (pending)

May 3 - Friday Show 7pm - Cast 2

May 4 - Saturday Show 3pm - Cast 2

May 4 - Saturday Show 7pm - Cast 1

May 5 - Sunday Show 5pm - Cast 1 (move out)

Winnie the Pooh - May 11, May 18 or May 25 (TBA - We are waiting on a location to be approved)

Auditions

Please make sure that your actor will be comfortable with what they have to wear for a specific role before they audition. (For example, if your child chooses to audition for the role of an animal he or she may have to wear something furry with face makeup). We will use a sign up form for your child to have an equal amount of audition time.

Attendance policy and conflicts

We try to accommodate all students if they miss rehearsal due to vacation or illness. However, when 1 student is missing it affects the entire cast. In order to create a successful production, students are allowed **4 excused absences** from rehearsals. After that, we will have to replace their role in the production. You must have no conflicts for 2 weeks prior to show week.

Late Pick Up

All students must be picked up at the end of their rehearsal time. Students picked up after 15 minutes of class end time will be charged a late fee of \$10 per 5 minutes.

Sign In / Sign Out

Parents must bring their student inside the lobby to sign them into class and must come inside the lobby to sign them out. There is no exception to this rule. Because of the busy parking lots and the heavy traffic we can not allow any student to walk out of the lobby without adult supervision.

Student Safety

INSPIRE Studios believes that all students have a right to a safe and healthy environment. We have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student or adult personnel will not be tolerated. A student shall not bully, harass, or intimidate another student or personnel through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation.

The policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents of bullying to an adult.
- Students can rely on adults to promptly investigate each complaint of bullying in a thorough and confidential manner.
- This policy applies to all students whether on studio grounds, while at the theater, or a studio-sponsored activity and during a studio-sponsored activity or off studio grounds or at non-studio sponsored activities. Bullying, harassment, or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:
 - Loss of a privilege
 - Reassignment of roles in production
 - Suspension
 - Expulsion (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral needs of students who are involved in the situation. This action will take place upon the request of the parent.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- The studio shall keep a report of bullying and the results of an investigation confidential.

- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to an adult or any member of the leadership team.

The following actions will be taken when bullying is reported:

1. Investigate
2. Notify: parents/guardians
3. Discipline
4. Follow Up

Code of Conduct

Obscene/Abusive/Inappropriate/Disrespectful Language

- This includes spoken, written, and gestures that are disrespectful, inflammatory or offensive.
- Electronic usage

Using electronic devices during rehearsals is a privilege. If the leadership team finds that a student is mis-using this privilege in a negative way there will be consequences. This includes inappropriate texting with another student, texting that is used to manipulate or negatively impact our students or their families and/or group texting that is disrespectful to anyone involved at the studio. Students bring cellphones to the studio at their own risk. We are not responsible for lost or stolen items.

- Disruptive items from home

Students are not allowed to bring any items that will disrupt the learning environment of the studio. Students are not allowed to bring items to the studio that will pose a safety threat. Students are not allowed to bring items to the studio that will distract other students and/or draw negative attention.

- Environment

Students are expected to clean up after themselves. Students are expected to show respect for all studio property.

- Behavior

Fighting, threats, violence, major disrespect, cheating, stealing, damaging, vandalism, bullying, sexual harassment will not be tolerated and will result in but not limited to the following consequences:

1. In-studio conversation with leadership personnel
2. Phone Call or discussion with Parent
3. Action Plan
4. Loss of privileges as designated by leadership personnel

* While we can not control behavior outside of the studio, we do want those involved with us to know that they represent the studio and our families. This is with their words and their actions represent us and we want to show love and kindness to all.

Dress Code

All students and Leadership are expected to dress appropriately and professionally, anything that is revealing or inappropriate will not be tolerated. No clothing that is transparent or exposes the midriff, navel or cleavage. Appropriate undergarments, such as bras & underwear are to be worn, and must be covered by clothing. If skirts are worn, please have shorts underneath. Please avoid attire with offensive or inappropriate drawings or sayings.

Lost and Found

Any item left in the studio, will be sent to the lost and found area in the lobby. If your child is missing an item, please check there first. Labeling items belonging to individuals makes it much easier to return missing items. At the end of each semester, clothing items will be taken to the nearest donation drop-off.

Parent Involvement and Volunteering

All parents are encouraged to be involved by providing resources and support to INSPIRE Studios in an effort to achieve our mission statement. Parental involvement and volunteer assistance are crucial parts of our framework necessary for our success. We encourage all families to commit to volunteering upon request. There will be studio-wide serving opportunities communicated to you throughout the semester or you may reach out to leadership with special support contributions. If you are interested in volunteering please reach out to Denise or Kim at inspirefrontofhouse@gmail.com

Director Communication

On occasion, the Director may need to speak to your child outside of class time for rehearsal questions. Our policy is that we keep communication via emails. If that is not a possibility then cell numbers can be exchanged. However, no one on our leadership team is allowed to text, call or communicate with a minor unless they have written permission from the parent. If you give permission for your child to communicate with our leadership team and Director (email or cell phone) **please sign the attached form, and return to the studio.**

Weekly emails will be sent out by the Director, informing parents and students of the plan for the next week **Please note:** Class time is for the instruction of the students. If you have any questions or concerns, please email inspirefrontofhouse@gmail.com

Photography/Videography

Students may be photographed, videotaped, or interviewed by studio leadership or the news media at the studio or a studio activity or event and such photographs, video tapes, and interviews may be published, including internet publication. If you, as a parent/guardian, object to your scholar being photographed, videotaped, interviewed or the display of their work the objection must be presented in writing to the studio within 10 days after the first day of the semester.

Withdrawal Policy

If it becomes necessary for a student to withdraw from the semester, the parent must email inspirefrontofhouse@gmail.com and complete a withdrawal form. Any fees owed must be paid, etc. Students who withdraw prior to 1/9/2024 will receive a full refund, minus the deposit paid. Students who withdraw after 1/16/2024 will not be refunded.

Costume / MakeUp / Hair / Character Director

We will provide all costumes and accessories except for shoes and base clothes. Please know that modesty, comfort and safety are always important to us and costume decisions are made with those things in mind. Please encourage your actor to tell Ms. Ky if they are too hot or in any way uncomfortable.

- Base clothes will usually be shorts or leggings and a tank top or undershirt. As soon as we've identified what will work under a specific costume, base clothes should be brought to each rehearsal.
- Shoes will usually be jazz shoes. Often we have a color preference, but just as often we can be flexible about color.
- Please make sure that your actor will be comfortable with what they have to wear for a specific role before they audition. (For example, if your child chooses to audition for the role of an animal he or she may have to wear something furry with face makeup). That said, alert Ms. Ky to any medical problems or allergies.
- We make decisions about makeup with skin sensitivity in mind. Please let Ms. Ky know if your actor is unable to wear makeup or if you have any concerns about what type they wear.

If you have any costume questions please email them to inspirecostumes@gmail.com

Tuition Breakdown

Your Tuition of \$500 helps cover the cost of Inspire Studio's rent and utilities, storage unit for prop storage, studio space, office supplies and salaries.

Production fee

- Show rights
- Theater rental
- Sound
- Lighting
- Videographer
- Mic rentals

Costume fee

- Costume rental fee
- Also includes makeup/hair

Set building & construction

Choreographer

Concession fee

- Used to buy concessions for the concession stand

Printing of Programs

Monthly Tuition Installments

If you need a monthly payment plan to pay the balance of your tuition, please email the FOH at inspirefrontofhouse@gmail.com for more info.

Sibling Discount

INSPIRE Studios offers a 20% sibling discount. The first child is full price, and each sibling thereafter will get 20% off. Please contact FOH at inspirefrontofhouse@gmail.com for more information.

Sponsorships

Part of our operational budget comes from sponsors like you, as well as local business sponsors. If you are interested in becoming a part of our sponsorship family, please let us know. Below are the levels of our family sponsorships that are available. All members of our sponsorship family will be posted on our “Shout Out to Our Supporters” Board, which is in the front of our studio. This is a great way to support the INSPIRE family! Please contact Denise or Kim at inspirefrontofhouse@gmail.com for more info.

Friends of INSPIRE.....\$25-\$50 (acknowledgment in program & 1 actor button)

Dancers of INSPIRE.....\$51-\$100 (acknowledgement in program, 1 actor button, & 1 cast tshirt)

Ensemble of INSPIRE.....\$101-\$200 (acknowledgement in program, 1 actor buttons, 1 show t shirt, 2 show tickets)

Leads of INSPIRE.....\$201-\$499 (acknowledgement in program, sponsor show board, 1 actor button, 1 show t shirts, 4 show tickets)

Director’s Cut.....\$500 + (acknowledgement in program, sponsor show board, advertisement on back of cast tshirt, plus everything listed above)

Please fill out the Family Sponsorship Form, if you are interested in becoming a part of our Sponsorship Family

PLEASE NOTE

INSPIRE Studios reserves the right to make changes/additions to this handbook as the need arises.



Family/Individual Sponsorship

Part of our operational budget comes from sponsors like you, as well as local business sponsors. If you are interested in becoming a part of our sponsorship family, please let us know. Below are the levels of our family sponsorships that are available. All members of our sponsorship family will be posted on our "Shout Out to Our Supporters" Board, which is in the front of our studio. This is a great way to support the INSPIRE family! Please contact Denise or Kim at inspirefrontofhouse@gmail.com for more info.

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Leads of INSPIRE.....\$201-\$499 (acknowledgement in program, sponsor show board, 1 actor button, 1 show t shirts, 4 show tickets)

Director's Cut.....\$500 + (acknowledgement in program, sponsor show board, advertisement on back of cast tshirt, plus everything listed above)

Date: _____

Name of Sponsor: _____

Level of Sponsorship: _____

Cast Preference: _____



Business Sponsorship

A business sponsorship with our studio is more than an advertisement. It's an investment that makes an impact on the lives of each student involved. Theater can leave a lasting impact on all involved. We want to invite you to be part of that impact. Your business sponsorship will support our studio in the following ways:

Production. Rights to perform the show, sheet music, scripts, music directors, choreographers, office manager, director, designers, set team, lighting, sound, tech team, costumes and even makeup.

Enrichment. Provides financial scholarships. Allows our studio to introduce the performing arts to new children. Fosters a new generation of artists as we encourage and coach them through each production.

We hope you will join us in leaving a lasting impact on the lives of our studio and even the community. We look forward to partnering with you.

Sincerely,

INSPIRE Studios Center for Performing Arts
EIN #92-1215103
104 S. Belair Rd Suite #1
Martinez, GA 30907
inspirefrontofhouse@gmail.com



Business Sponsorship Form

Organization Name: _____

Contact Name: _____

Phone: _____ Email: _____

Please check the type of sponsorship you would like to purchase:

___ \$500 T-shirt sponsor - Business logo on cast t-shirt
(1 sponsor per cast)

___ \$300 Business logo at the end of all social media promotion videos
(1 sponsor for every promotional video posted)

___ \$200 High resolution pre-show and Intermission on-screen graphic logo

___ \$200 Business logo on all tickets sold - print or mobile
sponsor for all shows)

(1

___ \$150 Business poster board logo on display at ticket entry.
(2 sponsors for the whole weekend) Must provide board and easel.

___ \$100 On stage "Thank you" from the Director pre-show
(4 sponsors)

Program Ad

Full Page - \$175 | Half Page - \$150 | Quarter page - \$100

All Sponsors are featured on our Sponsor Shout Out Board

Return this form, your payment and a **high resolution graphic** via email to Denise Faires or Kim Kaiser at inspirefrontofhouse@gmail.com

Your payment may also be made via the website at inspirestudios.ludus.com

Please make checks payable to INSPIRE Studios with "Business Ad" in the memo line.

All logos should be provided in PDF format, 300 dpi or greater.

Please contact Denise or Kim at inspirefrontofhouse@gmail.com with any questions.



Parent/Student Acknowledgment Form

Dear Parents and Students,

It is important that you are aware of Inspire's policies and expectations, which can be found in the Parent/Student Handbook. Please read through the handbook, and familiarize yourself with the expectations we have for your student. Please sign below to acknowledge that you have read the handbook, and understand the expectations of the Studio and Staff.

Acknowledgment

Child's Name: _____

Child's Signature: _____

Parent's Name: _____

Parent's Signature: _____

Cast: _____

Date: _____

Return this signed form to the studio by 01/20/2024.

If you have any questions please feel free to reach out to Denise or Kim at inspirefrontofhouse@gmail.com



Director Communication

On occasion, the Director may need to speak to your child outside of class time for rehearsal questions. Our policy is that we keep communication via emails. If that is not a possibility then cell numbers can be exchanged. However, no one on our leadership team is allowed to text, call or communicate with a minor unless they have written permission from the parent. If you give permission for your child to communicate with our leadership team and Director (email or cell phone) please sign the attached form, and return to the studio.

Acknowledgment

Child's Name: _____

Child's Signature: _____

Parent's Name: _____

Parent's Signature: _____

Cast: _____

Date: _____

Return this signed form to the studio by 01/20/2024.

If you have any questions please feel free to reach out to Denise or Kim at inspirefrontofhouse@gmail.com