

# The Film Set Studio Handbook

## A Guide for Students and Parents

*As a condition of enrollment at The Film Set Studio, students and parents or guardians agree to abide by all the policies set forth by The Film Set Studio, its director, faculty, and staff. The Film Set Studio reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).*

### **Welcome to The Film Set Studio!**

This handbook will serve as your guide to The Film Set Studio and its philosophy of film acting education.

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of Acting in every child and adult who passes through our doors. In the process, we strive to set the right example and help create memories that will last a lifetime.

### **Philosophy**

The Film Set Studio is committed to providing high-quality Acting classes to enhance the overall development of the actor. We provide a safe and peer-centered environment to encourage our students to explore Acting with qualified, nurturing teachers.

We believe that Acting training encourages people to develop a positive self-image as they increase awareness of their physical being. Along with improving social skills and developing sensory awareness, Acting classes give children and adults the freedom to express themselves through practical in-front-of-the-camera exercises.

The highest educational standards are expected from all The Film Set Studio faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training studios, conferences, and other learning opportunities.

### **ABOUT THIS HANDBOOK**

FOR MORE THAN sixteen years our company has been a leader in film acting education. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and parents a clear understanding of their commitments and responsibility to the studio.

### **Key contact information for The Film Set Studio:**

Nichelle Rodriguez  
975 W. Foothill Blvd  
Claremont, California 91711  
909-982-8059

### **The Film Set Studio Closure Dates:**

New Year's Eve, New Years Day, Spring Break Week TBA, Independence Holiday July 3-5, Halloween October 31, Thanksgiving Holiday Nov. 21-23, Christmas Holiday December 20-January 2.

## **FOR OUR STUDENTS**

The first step to becoming a successful actor is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Challenge yourself in your performances, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the instructors is essential. Listen to each note given, whether it's directed at you or another actor. A note is an honor; it shows you how much a teacher cares about your progress as an actor. Always say thank you when a teacher offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

## **FOR THE PARENTS: "WE'RE IN THIS TOGETHER"**

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's acting education. Help them learn lines, film their scene and/or just watch their work sent home on DVD.

We insist on a positive and non-competitive atmosphere to maintain an enjoyable experience for our faculty, students and parents. Cooperation between ALL is expected.

The spirit of teamwork and collaboration, and the lesson of dedication are a big part of our studio's educational process; therefore, your child's attendance is imperative!

### **Special Information for Parents of Students**

Our purpose is to provide the highest-quality education in a secure, nurturing, and stimulating environment. The Film Set Studio serves the physical, emotional, and intellectual needs of the students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall creative experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's connection to the text and character, listening skills, physical awareness, and developing imagination. We accomplish this through age-appropriate scenes and monologues, acting techniques and exercises, in an environment of creativity.

Young Actor training is about helping children learn to tap into their imaginations and express themselves creatively.

### **Separation From the Parent**

The process of separating from the parent as the child attends a Creative Play class is an important accomplishment of their training at The Film Set.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- to develop an interest in the activities of the acting class;
- to feel comfortable with other children in the class;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending acting class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the acting class rather than what you do while he/she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

### **It May Not Be the Right Time**

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive acting class as a bad experience. That kind of negativity could make them apprehensive about experiencing any new lessons for a long time, which isn't good for anyone involved. Never force your child into the classroom.

Creativity Play Class: If a child is having a hard time adjusting to separating from Mom / Dad within the first two sessions, we will credit the child's account for a future class session. Beyond that, all fees are non-refundable.

## **FOR ALL STUDENTS AND PARENTS**

### **Understanding Acting Education**

Actors should focus on development and training that fits their individual needs, regardless of what others may achieve. Acting is an individual art form and all students need to be allowed to achieve at a pace that is comfortable for them. No two students will progress at the same rate, even if they experience the exact same training. It's important to stay encouraged and to focus on themselves, give their all, and be satisfied with their own accomplishments. A student will get out of their training whatever they are willing to put in!

Not all students will develop into professional actors. One of the primary goals of our faculty is to teach practical lessons and skills for those who aspire to act professionally and to provide the best chance for success. Acting education encompasses far more than technique. We believe the discipline of acting training gives students a better understanding of commitment through learning, experiencing the spirit of collaboration, and discovering what they can accomplish through hard work. Our goal is to educate our students, teaching them fundamental skills that are valuable in everyday life, whether or not they stay involved in acting.

### **Class Placement**

The studio faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every student.

Placement decisions are derived from many years of teaching and professional experience. Often a student is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for acting. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

Some parents and students may compare progress or class placement to another students. We encourage each student to focus instead on his or her own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts the student from focusing on becoming stronger actors. In addition, speaking negatively about your teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our studio's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If a student or parent has questions or concerns about progress or class placement, please discuss them with the teacher or the director. Talking only to other students or parents can lead to misinformation and confusion. Please send an email request to the studio office to set up a phone appointment. The email is: [request@thefilmsetstudio.com](mailto:request@thefilmsetstudio.com).

If you would like to request a conference with an instructor or director during his/her office hours, please email him/her in advance. Our faculty and staff are here to help the actor grow, develop and flourish. But please keep in mind of the busy and restrictive schedules of our faculty. We will do our best to accommodate your request.

### **Medical Information**

Parents and students must notify the director/and or teachers regarding required medications during their time at The Film Set Studio. It is also important to inform the director and/or teachers about existing medical conditions or learning disabilities at the time of registration and throughout their time at the studio. All information about our students is confidential.

### **On-Set Health & Safety Guidelines**

The Film Set Studio provides a working and practical environment for students to learn and grow as actors. This means there are several working elements involved in each class, so please note the following rules:

- No student may touch any filming equipment including cameras, lenses, camera rigging, lights, electrical rigging components, computers, monitors, etc.
- Lights on the film set are hot and if improperly handled may burn. Students must follow instructions and on-set safety when lights are being operated. Never touch a piece of electrical equipment, on or off.
- Violation of these rules may lead to immediate expulsion from The Film Set Studio.

**STAYING INFORMED**

We work hard to make the acting experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other studio information.

Updates are emailed to you and posted on the The Film Set Studio website and Facebook page.

If you have any questions regarding the information distributed, we encourage you to contact the office between the hours of 10:00am and 6pm. We answer emails on a daily basis, except on weekends. Feel free to email questions to the office at [request@thefilmsetstudio.com](mailto:request@thefilmsetstudio.com).

## Code of Ethics

**We the students and staff of The Film Set are people who have a high regard for each other, the craft of acting, and the personal and professional goals we have set for ourselves. All who participate in training here will be held accountable to uphold the values and ethics we declare as the fundamental guidelines stated below.**

**INTEGRITY:** To conduct oneself with honesty, courtesy, and respect. To express consideration for one's fellow actors, educators, parents, and staff. To be a person who leads by example and honors commitments. To be a person other people can count on.

**LEADERSHIP:** By setting an example through one's actions and speech. To inspire and serve the people of your class through full participation in all acting activities.

**RESPONSIBILITY:** To respect and adhere to the policies and procedures of the studio or the organizers of any conference, workshop, or competition. To be a person who interacts with peers and authority figures in a mature manner. To question authority in a respectful manner. To speak of any issue or grievance to the person who is able to resolve any concern. To be willing to receive coaching and direction when deemed appropriate.

**CHARACTER:** To be a person who represents high levels of personal integrity, leadership, and responsibility for oneself and others. A person who has the courage and willingness to face issues and concerns with maturity and dignity. To avoid gossip, criticism, or denigrating comments for any member of the The Film Set, parent, or staff.

**PROFESSIONALISM:** To respect the acting craft & profession and uphold The Film Set's values and standards of conduct. To support and encourage one another. To recognize oneself as a role model at all times.

## Policies

Individual, group, and class photos and video taken by us or an outside company that we hire may be used without permission for any or all forms of media and advertising.

If students are dropped off, please be sure to pick them up promptly teachers are only responsible for students during their class time; office personnel are not responsible for students or their siblings at any time.

Regular attendance is vital to student progress and group work. Please make every effort to attend each class.

We reserve the right to place students according to their age, ability level, and experience. After careful observation in the classroom, another class/level may be recommended in the best interest of the student.

All Payments are NON-REFUNDABLE and credit will not be given for missed classes

In order to WITHDRAW from classes and STOP PAYMENT, a written request, via email or post, must be submitted to The Film Set office within 48 hours prior to the payment due date, or you will be charged without refund.

Monthly Tuition remains the same every month regardless of holidays, scheduled breaks, vacation, illness, and cancellations. In the event that a class is cancelled by The Film Set, a make-up class will be scheduled. On-going classes are automatically charged on the same day of every month. Unless an alternate agreement is in place, you must agree to the recurring billing by our third party registration company in addition to the one-time \$25 registration fee.

Tuition will not be prorated, refunded, or adjusted for missed classes. Make-up classes may be scheduled by requesting a FREE CLASS SLIP if advanced notice of the absence is given, and must be used within 4 weeks of the absence AND for an equivalent class. An equivalent class may not be available. This does not include private coaching's.

All Accounts are required to be paid in full prior to taking the class. A space may only be held after full payment is received. Unpaid accounts may lead to a participant losing their place in the class and/or being waitlisted.

A \$25 Non-Sufficient Funds fee will be charged for any returned check .

All private coaching work must be arranged by completing a 'Private Coaching Request Form', which then needs to be approved through management staff. Do not approach an instructor directly for any work/coaching that has not been approved.

Recruiting for or referring Film Set students to another studio, workshop, teacher, or event is prohibited.

By taking part in classes, programs, and events offered by The Film Set, you are agreeing to the terms and conditions of these policies and procedures, code of ethics and the handbook in its entirety. You agree to not hold The Film Set and The Inspired Concept Inc., its owners, or any of its employees responsible for any personal injury or property loss.