

STUDENT HANDBOOK 2023-2024

GROW @ The Wallis

A SPACE FOR ARTS EDUCATION

A gift of Gregory Annenberg Weingarten and Family
and the Annenberg Foundation

Wallis Annenberg Center for the Performing Arts
9390 N Santa Monica Blvd, Beverly Hills, CA 90210
310-256-3800 x 757
TheWallis.org/Education
@theWallisBH

WELCOME

Welcome to GRoW at the Wallis! We are thrilled you are enrolling in one of our Community Classes or Creative Aging Courses offered in our cozy Education Wing!

GRoW @ The Wallis, an umbrella for the robust mix of education and outreach programs at Wallis Annenberg Center for the Performing Arts, is committed to sharing the arts with learners of all ages, backgrounds, and abilities and bringing their stories to life. Using the power of the arts, GRoW programs address important social issues and respond to critical needs in the greater community through arts leadership, learning, collaboration, and partnership.

GRoW features a dedicated education wing on the campus of The Wallis with three state-of-the-art classrooms and a beautiful outdoor Wells Family Education Courtyard. GRoW is made possible through a generous gift from Gregory Annenberg Weingarten, Regina Weingarten, and the Annenberg Foundation (GRoW is based on their initials).

Programs, informed and inspired by the world-class artists and art forms presented by The Wallis on its stages, connect audiences with the very best in the performing arts, invest in young artists, and expand access to opportunities in the performing arts.

USEFUL INFORMATION

We are located at 9390 N Santa Monica Blvd, Beverly Hills, CA 90210. Our hours of operation are 9am to 5pm Monday through Friday. We are currently not open on the weekends.

Self-parking is available in our underground garage (450 N. Crescent Drive) with entrances from Crescent Drive and South Santa Monica Boulevard. Hourly rates apply. Please take elevators or escalators up to ground level and proceed to enter our GRoW Education Wing through our East entrance.

Drop offs can occur through our motor court on Santa Monica Boulevard between Crescent and Canon.

Our phone number is (310) 256- 3800 x 757. Our website address is thewallis.org/education

CLASS SCHEDULE

All classes are conducted on a weekly basis for a quarter of 8 weeks, unless otherwise noted. The Schedule of Classes lists all available classes, times and fees. We reserve the right to modify the Schedule of Classes and fees at any time.

The official year begins on August 1 and concludes on July 30.

SUMMER 8/6/23 to 9/29/23

FALL 10/16/23 to 12/8/23

WINTER 1/8/24 to 3/1/24

SPRING 4/8/24 to 5/31/24

SUMMER: 8/12/24 to 10/4/24

REGISTRATION

The registration process includes the completion of our registration form and payment of the initial yearly, per household registration fee \$10 and the session's tuition.

Class spots cannot be held for a student until the registration process has been completed and all the initial fees have been paid.

If you would like to return for another session, please visit your student account at www.thewallis.org/education

TUITION FEES

Tuition for classes is charged on a "per 8 week session" basis. Each class is held once per week. Tuition is charged to each student's account on the day of the registration. The full quarter tuition amount must be paid in full whether or not all classes are attended.

We offer the following payment options for your convenience:

- Pay in person by check or credit card (Amex, Visa, MasterCard and Discover) during our office hours.
- Pay over the phone (we will email your receipt).
- Pay online from the comfort of your own home via the emailed invoice or by logging in to your student portal at www.thewallis.org/education

No refunds or credits are issued for student absences, whether it is due to illness, vacation, or other reasons. The session tuition payment reserves a class spot for the student for the entire session. If a class is cancelled due to an instructor absence or other reason, a credit will be issued to the student's account for the value of the lesson. No refunds will be issued.

No make-up classes are provided in cases of either student or teacher absence. A returned check fee of \$25 will be assessed for any checks returned for insufficient funds.

If a student is dropped from the class schedule due to nonpayment of tuition fees, the student may be reinstated once both the past due fees and the current month's tuition are paid in full, based on class availability.

PAYMENT POLICIES & CAMPUS RULES

If a student is unable to attend a lesson due to illness or another reason, GRoW at the Wallis must be notified in advance of the class session. Any student with one (1) absence (when the education desk was not notified in advance) will be removed from the class schedule.

Reenrollment will be made on a space-available basis. To change a student's course, a written request must be submitted to the education office via email at education@thewallis.org. Changes will be made on a space-available basis.

Class or schedule changes cannot be made directly through instructors. Students are expected to arrive on time for lessons. No credits or refunds will be issued for classes missed due to student tardiness or absence. If the instructor arrives more than ten (10) minutes after the scheduled start time, the student will be entitled to a credit for the class. Instructors will not conduct a lesson past the scheduled ending time of a lesson if the student arrives late after the scheduled starting time. We reserve the right to provide a substitute when the regular instructor is absent. No refunds or credits will be given for scheduled classes taught by a substitute.

If the enrolled student is a minor:

- Only one (1) parent or legal guardian is allowed to attend the student's class with the instructor's permission. Siblings or friends are not allowed to attend lessons.
- Parents must be at the Wallis to pick up their students at the end of class. We cannot monitor children after the completion of class. Please do not leave children unattended at the Wallis before or after class. Students are expected to devote a reasonable amount of practice time to their lessons. Instructors will provide practice guidelines for each student.

GRoW at The Wallis Education Department reserves the right to dismiss any student for lack of interest or progress, frequent absences or tardiness, behavioral problems, delinquency in payment or fees, or failure to abide by our policies, at our sole discretion. The Wallis reserves the right to terminate any class for which enrollment is insufficient to warrant its continuation.

Unfortunately, due to staffing limitations, we are unable to accommodate students with severe learning disabilities. We welcome and make every reasonable effort to accommodate students with physical disabilities.

The Wallis is not liable for any accident, injury, loss, theft or damage which may be sustained on the premises in conjunction with any activity or function. We do not assume responsibility for the personal belongings of students and parents, including instruments and vehicles. It is prohibited at all times to consume food, snacks and beverages inside classrooms. Food and beverages are allowed in the common areas of our campus. Please use the trash receptacles located in the courtyard and hallway for disposal of all trash. Smoking is prohibited in all

areas of our campus, including the parking lot. The Wallis does not discriminate on the basis of ethnic origin, nationality, gender or religious belief in its admissions, financial aid and other educational policies.

WITHDRAWALS

When instruction must be discontinued, it is the responsibility of the student (or guardian if student is a minor) to notify the Education office. A Withdrawal Request Form must be completed and submitted to the Education office at least one week in advance. Refunds will be given only for withdrawals due to serious and prolonged illness, moving more than 15 miles outside of our service area, or when mutually agreed by guardian/ student and instructor that continued instruction is not feasible. Refunds will be issued by mail within fifteen (15) business days. Nonattendance does not constitute withdrawal from lessons.

WAITING POLICY

For the safety and security of students, only registered students and Wallis staff are permitted in the GRoW Wing. All other guests are kindly asked to wait in the lobby/or Grand Hall. We prioritize our student's well-being and make The Wallis a wonderful place for them to learn. It is imperative that our staff is aware – at all times – of who is on campus. Please do not hesitate to inform a staff member if you notice anything suspicious. If your student enrolls in a new class, our staff is more than happy to introduce you to their new instructor and classroom to facilitate communication. If there is a concern, we are able to provide you a temporary visitor badge or escort the guardian with a staff member.

PHOTO AND RECORDING RELEASE

All students enrolled hereby authorize the Wallis Annenberg Center for the Performing Arts permission to use their likeness in a photograph in any and all of its publications, including but not limited to all the Wallis Annenberg Center for the Performing Arts' printed and digital publications.

By enrolling:

- I understand and agree that any photograph using the likeness will become property of the Wallis Annenberg Center for the Performing Arts and will not be returned.
- I acknowledge that since my participation with the Wallis Annenberg Center for the Performing Arts is voluntary, I will receive no financial compensation.
- I hereby irrevocably authorize the Wallis Annenberg Center for the Performing Arts to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing the Wallis Annenberg Center for the Performing Arts' programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I

waive any right to royalties or other compensation arising or related to the use of the photograph.

- I hereby hold harmless release and forever discharge the Wallis Annenberg Center for the Performing Arts from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or behalf of my estate have or may have because of this authorization.

CONTACT US

By email education@thewallis.org

By phone 310-256-3800 x 757

In person: M-F 9am-5pm in the Education Wing

Handbook Updated June 27, 2023