

If you have any questions about the information outlined below, please contact our CLO Academy Staff at (412) 281-2234 or cloacademy@pittsburghclo.org

First Semester: September 6, 2025 – December 21, 2025 • *Second Semester:* January 6, 2026 – April 19, 2026

Welcome to the CLO Academy of Musical Theater! We are very excited and have been busy planning for the new school year. Before the semester starts, we have some information we would like to share with you. If you have questions about our curriculum or your student's placement, please call Principal Patty Maloney at (412) 281-2234 x104.

Rules and Regulations

- Students must be on time for class. Please call if you will be arriving late: (412) 281-2234 x100.
- Students must adhere to the dress code for the classes they are enrolled in.
- Students must be present in class for attendance to be taken.
- Students must stay within the Academy space and are not permitted to exit the building. Students ages 14 and up are permitted to leave the building in-between classes with written parent permission.
- Adults may visit the space and wait in our lobby.
- Students should arrive dressed and ready to walk into the assigned studio.
- Students are not permitted to have their cell phones out during class.
- Students are responsible for their personal belongings. The CLO Academy is not responsible for lost or stolen items. All items should be marked to identify a student's belongings.
- If your student loses an item, please check the "Lost and Found" table at the Academy. All items left will be donated at the end of the semester.



Dress Code

The CLO Academy is air-conditioned and temperature controlled in order to maintain our equipment and facilities. Students may want to bring a sweatshirt or sweater in the event they get cold. Students with long hair should have it pulled back from the face. *For safety, students are not permitted to wear open-toe or backless shoes (flip-flops).*

Acting, Musical Theater, Voice and Piano Students

Please wear loose-fitting, comfortable clothing.

Preschool and Kindergarten Students

Please wear loose-fitting, comfortable clothes with sneaker, tennis shoes, or ballet shoes.

Dance Students

Students may wear:

- A solid color leotard with black, ballet pink, or skin-tone tights
- OR
- A plain white t-shirt with black dance tights, jazz pants, or black fitted sweatpants

Shoes

BALLET	TAP	JAZZ
Black or pink, should fit snug against the foot. Leather shoes are preferred until the upper levels	Black lace-up shoes or black or tan character shoes. A wide heel is preferred over one-two inch character shoes.	Jazz shoes are recommended but not required.



Please label your shoes and dance bag.

Please contact the Academy staff if you have questions about footwear.





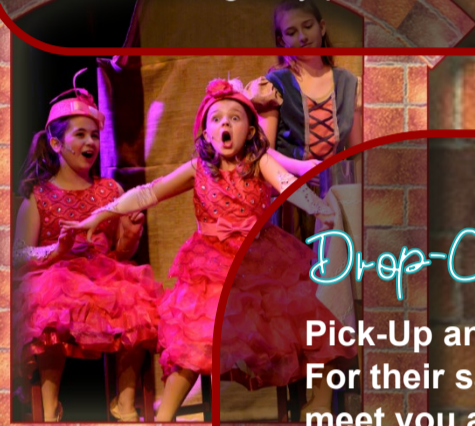
What to Bring

All students are asked to bring a **pencil** and a **3-ring binder with pockets**. Please mark the binder with your student's name. **Reusable water bottles** are encouraged and will be able to be refilled at the bottle filling stations.

Absence & Emergency Procedures

Consistent attendance is expected. However, in the case of illness or family emergency resulting in an absence, please call (412) 281-2234 or email cloacademy@pittsburghclo.org ASAP. The phone answers 24 hours a day – please leave a message.

Throughout the school year there may be periodic fire/emergency drills. Students will be expected to comply with all directions as dictated by our floor marshal and/or emergency personnel.



Drop-Off, Pick-Up & Parking

Pick-Up and Drop-off is only at the front door of the CLO Academy. For their safety, children are not allowed to walk down the alley to meet you at your car. All students must wait in the lower lobby with the security guard until you pull up to the Academy entrance. The alley is active with moving vehicles; all pedestrians in the alley must use the sidewalk.

Drop-Off: Students may not arrive more than **30 minutes** prior to the start of their first class. Students are not permitted to wait in the lower or upper lobbies without security or staff present. Upon arrival, the student should quickly exit the vehicle and enter the lobby.

Pick-Up: All students must be picked up within **10 minutes** of class concluding. If your child is not waiting downstairs in the lobby, you will need to drive around the block as to avoid a back-up on Penn Avenue. The alley is a **NO PARKING ZONE**; you will be ticketed and/or towed by the Pittsburgh Police. The Pittsburgh CLO is **NOT** responsible for any tickets or damage incurred while parking in the alley. Never leave your car in the alley unattended. The safety of your child is of utmost importance to both the Pittsburgh CLO and the building owners.

Parking: In the event you would like to wait for your child downtown during classes, after 3:00pm on weekdays and all day on weekends, parents and students may park in the 6th and Penn Parking Garage for a discounted parking rate. To receive this rate, you must bring your parking ticket to our receptionist, where they will validate your ticket online. Please note, the garage will only accept credit cards – **NO CASH!** Available parking at the 6th and Penn Parking Garage is not guaranteed.



Payments & Refunds

At this time, payments cannot be made online and are run manually in the office. If you need assistance with updating your billing information, please call Aidan Quartana.

There is a \$25 non-refundable registration fee per student, per semester. You have two payment options available to you when registering: **Payment in Full** or **Monthly Payment Plan**. Payment plans are available at no additional charge.

For payment questions or to make a payment, please contact our Education Associate, Aidan Quartana at (412) 281-2234 x101 or aquartana@pittsburghclo.org.

You can update your billing information through our [PARENT PORTAL](#).



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RECEPTIONIST
Anna Balich

SECURITY GUARD
Karen P.



WEATHER-RELATED CLASS CANCELLATIONS

In the event of a weather-related class cancellation, classes will be held online via Zoom. You will be notified via email of any cancellations. You will be able to access the links via the [Parent Portal](#).

You can also visit our website, pittsburghclo.org/education; Facebook page, facebook.com/cloacademy, or call us at (412) 281-2234.





Class Drops & Transfer Policy

Notice of withdrawal from class must be made in writing, either physical or electronic – no exceptions.

- Withdrawal before the first class = no tuition payment due.
- Withdrawal after the 2nd week of class = 50% of total tuition payment due
- Withdrawal after the 4th week of class = 100% of total tuition payment due.
- Withdrawal date is calculated based on the date written notice of withdrawal is received.

Students whose accounts are past due will not be allowed to register for future classes until the account is made current or payment arrangements are made.

Important Dates



- **September 6th** – First Day of Fall Semester.
- **September 13th** – Recovery Walk Downtown. This may affect travel; please plan accordingly.
- **September 27th** – Junior Great Race. This may affect travel; please plan accordingly.
- **October 11th and 12th** – Fall Break—**NO CLASSES**.
- **Monday November 24th – Sunday November 30th** – Thanksgiving Break—classes resume Monday, December 1st.
- **December 15th – 21st** – Parent Observation Week (Fall Semester).
- **December 21st** – Last Day of Fall Semester.
- **January 5th** – First Day of Spring Semester.
- **St. Patrick's Day Parade** – Date TBA. Traffic will be heavy and there will be multiple road closures.
- **Tuesday March 31st – Sunday April 5th** – Spring Break—classes resume Monday, April 6th.
- **April 12th – April 19th** – Parent Observation Week (Spring Semester).
- **April 19th** – Last Day of Spring Semester.

Academy Elevators

Our Academy Elevator is now up and functional!

In the event of an elevator shutdown, students will be directed to the Highmark lobby to take the alternate elevators to floor 7.

From the 7th floor, please follow the arrows to the left, leading to the stairwell. Go up one flight of stairs and you will arrive in our Academy lobby on the 8th floor.

If you or your student have a mobility issue, the security team will assist in getting you up to our space.

If you have any questions or concerns, please contact us at (412) 281-2234 or email us at academy@pittsburghclo.org.



Don't Forget to Download Our App!

As we begin a new school year, we know how busy your schedules can be! With our CLO Academy app, get up-to-the-minute updates on road closures, weather delays and more! Sign up for more information on different events for both the Academy and the Pittsburgh CLO. Be the first to know when new registrations are available and more! Download today and get started!

How to Download:

Visit the Apple App Store or Google Play and download the free app today!



Scan to download now!



ACADEMY PRODUCTIONS

To register for any of this season's productions, click [here!](#)

2025 Fall Production

Pippin

October 4th @ 2pm and 7pm
The CAPA Theater
Ages 13 - 18

Heir to the Frankish throne, the young prince Pippin is in search of the secret to true happiness and fulfillment. He seeks it in the glories of the battlefield, the temptations of the flesh and the intrigues of political power (after disposing of his father, King Charlemagne the Great). In the end, though, Pippin finds that happiness lies not in extraordinary endeavors, but rather in the unextraordinary moments that happen every day. Equally poignant as a black box production or as a splashy, spectacle-driven extravaganza, Pippin's message is universal and will connect with audiences across the age spectrum.



'NEW' 2025 Winter Revue

Comedy Tonight: An Original CLO Academy Musical Revue

November 19th
The Greer Cabaret Theater
Ages 13 - 18

A brand-new event for the CLO Academy's 2025/2026 season: "Comedy Tonight: An Original CLO Academy Musical Revue" created and directed by our very own Aidan Quartana. Come take a journey with our students as they explore the various ways to bring comedy to the stage through some of their favorite songs from the catalog of musical theater. From writers such as Sondheim, Rodgers & Hart, & more. We'll save the tragedy for tomorrow, because it's COMEDY TONIGHT.



2026 Spring Musical

The Lion King Jr.

February 21st @ 2pm and 6pm
The CAPA Theater
Ages 8 - 18

Disney's *The Lion King* has captivated the imagination of audiences around the world. Bring the African savanna to life with Simba, Rafiki and an unforgettable cast of characters as they journey from Pride Rock to the jungle and back again in this inspiring, coming-of-age tale. *The Lion King JR.* features classic songs from the Broadway musical and animated feature film, including "I Just Can't Wait to Be King," "He Lives in You," and "Hakuna Matata." Young performers will also get the chance to learn a wide range of new theatrical skills—such as mask-making and puppetry—encouraging them to explore this beloved story with creativity and pride.

