

CASSIDY YOUTH THEATRE
Policies and Procedures

1. Cassidy Theatre is a 501(c)3 Non-Profit corporation. We rely on various fundraising efforts and donations. Two of our goals are to provide low-cost Youth Theatre instruction and keep the performing arts in the community. We believe in giving a wide variety of students a chance to practice and perform. In order to keep costs low, we do not offer payment plans, but will be reasonable in specific cases brought to our attention. **Full payment is required before starting a class.**

2. **Registration:** Class payments are accepted by cash, check, or credit card either in person in our office, by mail or over the phone, prior to class start date/time.

a. A full payment and fully completed registration form, including emergency contact information, must be received in our office before the first day of class. To guarantee a spot, register early as some classes have limits to ensure the best teacher/student ratios possible.

b. Call our office if you're interested in enrolling on the first day of class; if it is possible, permission is needed from our office staff to do so.

c. All students must have a signed Waiver/Emergency Contact form on file before they begin class.

d. Class payments are non-refundable and cannot be pro-rated for absence. Please read all class details or ask necessary questions before enrolling in classes.

e. Classes are subject to cancellation, pending minimum enrollment numbers. Full refunds will be issued upon class cancellation.

f. If classes are cancelled due to weather or other emergencies (power outages, etc.), students will be contacted by phone or email. Also, Theatre closures/alerts will be posted on Facebook. Teachers or office staff will offer a make-up class option. Teacher illness or absence will be covered by substitute teachers, unless students are notified otherwise.

3. **Pick up/drop off procedures:** Student safety is the priority of the Cassidy Theatre. Please follow our guidelines when dropping off or picking up your child. Please notify us of any custody agreements or pick-up/drop-off restrictions. ***All students in all of our classes will use the main Lobby doors by the circular drive for both drop-off and pick-up.***

a. Drop-off may be only 15 minutes prior to class start time. If students are brought to the Theatre earlier, the doors may still be locked and parents/guardians are required to stay with the student until doors are opened or the teacher arrives. Teachers are not responsible for students before this time; Cassidy Theatre does not offer "before and after care."

b. Pick-up must be prompt and at the exact end time. If pick-up time is later than 15 minutes past the end time, parents may be charged an extra fee. If there are multiple late parent pick-up occasions, the student may be removed from the class without refund.

c. Students may not leave the building without teacher supervision. At the end of class, students are only permitted on the sidewalk or bench area directly outside the Lobby doors. They are not allowed in park/trails or in parking lot without a parent.

d. Before leaving class, students need to check they have all belongings with them. Cassidy Theatre is not responsible for lost or stolen items. Students should label belongings when bringing them to class. Items left behind will be placed in the Lost and Found in the office.

4. Behavior: ***For the best theatre education for all students, basic school-type rules and respect is expected in each class, and teachers will specify other rules or expectations for their particular class. Parents are also agreeing to these general expectations upon enrollment and signing the Waiver (see Waiver for more details). Failure to comply will result in removal from class without refund.***

a. We have Mainstage performances continuously in production while class instruction is occurring. For that reason, students MAY NOT TOUCH anything on stage, backstage, in green room, or costume areas (especially microphones, props, etc.). If a student breaks, damages, removes any property/item, the student will be removed from class without refund and parents will be responsible for any cost of damaged items.

b. Students should respect the building, others' belongings, and especially each other. We value all students' learning and performing experiences and want to make the safest environment for them to work. Should behavior problems arise that can't be easily controlled, and other students are also distracted, parents will be notified immediately and actions will be taken to correct the problems. If necessary, student will be removed without refund.

c. Any continuing problems with basic behavior rules/policies, disrespect of the Youth Theatre staff, program, building, property, or Cassidy Theatre in general will be settled by the Cassidy Theatre, Inc. Board of Directors, and their decision may limit or remove anyone from future activities.

d. We want to ensure the best theatre experience for ALL students. Therefore, please inform our staff of any needs or special learning situations (I.E.P.'s or other details). We have trained and State certified staff who can be sensitive to these needs and ensure a positive experience. Also, for safety, please note any allergies (especially if your students' class includes a snack break) or medical alerts of which our staff should be made aware.