



Student/Parent Policies

Edmond, OK

405.285.5803

upstagetheatreok.com

This guide is designed to introduce parents and students to the policies and procedures for our classes and rehearsals. Please familiarize yourself with this information and come to us if you have ANY questions.

Registration, Payment, and Cancellation

- We understand that money is sometimes tight and we want everyone to be able to take the classes they want to. We will work as best as we can to come up with payment plans, scholarships, or work study. Come to us to talk about any sort of payment questions.
- Registration will begin exactly two months before each session (Fall, Spring, Summer), so you will have plenty of time!
- All tuition is due on the 1st of each month. We will charge a \$10 LATE FEE if not paid by the 10th of that month. \$10 will be added on to your invoice per week until the payment is made.
- We accept Cash, Check, & Credit Card
- An enrollment fee of \$25 per student will be collected for all 1st time enrollers in order to get your spot reserved in your class.
- **If you choose to drop after the first class, you will be given a 40% refund.**
- If you wish to cancel or withdraw your enrollment after the month has already started, there will be no refund of that current month.
- For any check we receive (tuition or ticket): If a check is returned as "Insufficient Funds" there will be a \$25 checking fee plus any bank fees charged.

General Rules

- We do not have "Office Hours". Please call us at (405)285-5803 to set up an appointment.
- NO CELL PHONES during class or rehearsal!!
- ALL Classes, Lessons, & Rehearsals are closed to the public unless given permission. This will allow the students to stay focused.
- NO FOOD or DRINK during class or rehearsal!
 - *Bottled water is acceptable as long as it has a secure lid.
 - *Snacks are okay during breaks or between classes.
- PLEASE PICK UP YOUR TRASH! WE ARE NOT YOUR MAIDS!
- We do have a concessions area with drinks and snacks. Everything is \$1.
- Punctual drop-off and pick-up is greatly appreciated. Please call the office if you think you will be late. We understand the unexpected tardiness.
- Lost and Found box is located in Jenny's office. After 30 days, we will donate whatever is in the box to a local charity.

Dress Code

- NO EXCESSIVE JEWELRY during class and rehearsal for safety reasons.
- You must wear proper shoes for rehearsal (i.e. closed toed shoes, jazz shoes, character shoes).
- Girls must wear a rehearsal skirt to all rehearsals.
- Music Theatre Dance class: dance leotard (any color), dance tights or jazz pants (any color), black jazz shoes
- If you have tap shoes and ballet shoes, those may come in handy if you are enrolled in the Upstage Performers Company.
- For all classes & rehearsals, please dress comfortably and appropriately.
- Absolutely NO FLIP-FLOPS or OPEN-TOED SHOES!

Studio Closings

- Fall Break & Spring Break: NO CLASSES OR LESSONS during the BREAK
- Thanksgiving Break: NO CLASSES OR LESSONS ALL WEEK
- Winter Break: NO CLASSES OR LESSONS
- We also follow other school holidays such as Labor Day

Attendance Policy

- Production Company: 3 or more **unexcused** absences could result in losing your role.
- Be sure to recognize our schedule.
- We encourage our students to be at every class...why? Because you are paying for it & our time with our students is important. We want to make sure they learn everything they can!

Miscellaneous

- All productions have a ticket fee which is listed on the TICKETS PAGE on the website. This includes the Upstage Production Company & Community Theatre productions.
- We do not allow audience members to film or photograph during productions, rehearsals, or classes. We will have pictures and videos taken that will be available for purchase at the performances.

Student Name: _____ Guardian Name: _____

Address: _____ City & State: _____ Zip: _____

Email: _____ Home Phone: _____

Parent Cell: _____ Student Cell: _____

Student DOB: _____ Grade Level: _____ Medical info we should be aware of? YES/NO

If yes, please describe & notify teacher at first class: _____

Emergency Contact (other than Guardian): _____ Phone: _____

How did you hear about UPSTAGE Theatre & Performing Arts Studio? _____

Previous Training: _____

INITIAL the following:

_____ I have read the Upstage PAS Policy Book and understand ALL POLICIES.

_____ I understand that TUITION IS DUE on the **1st** of each month. After the **10th** I will be charged a **\$10 late fee/week** until paid.

_____ I understand that tuition is **STILL DUE** when my child does not attend classes for any reason.

_____ *I understand that I must notify the office if my child decides not to take classes anymore.*

_____ If my check is not cleared with the bank, I am responsible for the \$25 check fee or any other bank fees paid in cash **IMMEDIATELY**.

_____ I understand all **POLICIES ON WITHDRAWING** from classes & **REHEARSAL POLICIES**.

_____ I understand the importance of **DRESS CODE** policies and **AGREE** to follow them.

I hereby certify that the above information is true and correct to the best of my knowledge. I agree to abide by the rules and regulations set forth by Upstage Theatre & Performing Arts Studio LLC. I have received and will complete and turn in the Waiver and Release form of Liability as provided by Upstage Theatre & Performing Arts Studio LLC.

Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

WAIVER AND RELEASE OF LIABILITY AND AGREEMENT TO PARTICIPATE

READ AND UNDERSTAND THIS DOCUMENT PRIOR TO SIGNING

I, _____ (**student**) in consideration of those services rendered, use of facilities and equipment, and instruction from and by the Upstage Theatre & Performing Arts Studio LLC hereby agree to the following:

I wish to engage the services of the Upstage Theatre & Performing Arts Studio LLC, its staff, and its facilities for the purpose of education in the performing arts. I agree to abide by the rules and regulations of the Upstage Theatre & Performing Arts Studio LLC. I will conduct myself in a responsible and safe manner at all times while participating in all studio instruction, rehearsals or on facility property or grounds.

I acknowledge and fully understand that I will be engaging in physical activity and exertion that might result in injury, disability or other harm to myself or to others.

I acknowledge and understand that the use of facilities and equipment involves risk of harm, injury, loss, or damage to myself and to others. Knowing the risks, I assume all such risks and accept personal responsibility for the damages following such injury, which I, or my guests or invitees, may suffer. Further, I acknowledge that there may be other risks now known to me or not reasonably foreseeable at this time and assume such risks.

I hereby hold harmless and indemnify Upstage Theatre & Performing Arts Studio LLC for any and all loss, harm, damages, or injuries to my person or property, including, but not limited to, legal damages, compensatory damages, punitive damages, costs and expenses of litigation, and attorney's fees.

I HAVE READ AND UNDERSTAND THE ABOVE WARNING, WAIVER, AND RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENTS/GUARDIAN AS EVIDENCED BY THEIR SIGNATURE BELOW.

Student Signature (only if 18 years of age or older): _____ Date: _____

FOR PARENTS/GUARDIANS OF PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT TIME OF REGISTRATION)

I, _____ (**guardian**), as a parent/guardian with legal responsibility for the above named participant, do hereby consent and agree to the terms and conditions of this waiver and harmless Upstage Theatre & Performing Arts Studio LLC as provided herein.

Guardian Signature: _____ Date: _____