

# Theatre School

## Policies and Procedures

The following is a list of guidelines in order for our classes to run smoothly and safely. It will also help ensure our students have a fun educational experience. Please take time to read this with your child.

All students should be attentive to instructors, volunteers and staff of the class and Theatre Arlington.

All students should follow instructions, respect any and all equipment provided, work well with fellow students and not cause any distractions during class time.

No swearing. Be aware of your conversation topics around younger participants.

No alcohol. No drugs. No smoking. Please note that violations will result in immediate dismissal from the program and the proper authorities will be contacted when applicable.

All students should wear comfortable shoes with good traction to class. Dance shoes are optional.

**NOTE: NO OPEN-TOED SHOES ARE ALLOWED!**

All students should wear comfortable clothing, as we will often be working on the floor.

Girls: shorts or pants are much better than dresses or skirts!

No exploring or running in the theater or the education center.

There is no food or drink, with the exception of water, allowed during class. NO GUM!

No littering. Clean up after yourself.

No video games, stuffed animals, toys, etc. will be allowed during class time.

Cell phones should not be used during class. Use of a cell phone by a student during a class will result in the confiscation of that phone by the instructor or Education Director until after the class is over.

Class ends at the time scheduled, at which time your child must be picked-up. Please see late pick-up policy below.

**NOTE:** A \$5 dollar late pick-up fee will be charged 15 minutes after class ends. If your child has not been picked-up by 20 minutes post class, the fees assessed will be \$1 per minute for each additional minute over 20. If you know you are going to be late, please contact the office at 817/261-9628.

Flagrant and/or persistent violations of Theatre Arlington's Theatre School **Policies and Procedures** will result in the implementation of disciplinary procedures which begin with a referral to the Education Director and notification of parents or guardian. Further violations will result in expulsion from the program without refund.

MY CHILD AND I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION. WE AGREE WITH THE ABOVE RESPONSIBILITIES.

Student's Signature

Date

Parent/Guardian Signature

Date