



# Lakewood Institute of Theater

## Adult LIT Policies

### Special points for first day of class:

- Please check in and out with the instructor.
- Please familiarize yourself with the LIT policies stated here before classes begin.
- Make sure we have a signed medical/liability/photo release that includes an emergency contact. A new form must be completed for each class session in order to ensure all information is up to date.

### Attendance:

- Please make every effort to make sure you attend class as required each week/day. Absences are difficult for both the you and your theatre-mates. If absence is unavoidable, communicate in advance to instructor / director or call Lakewood Playhouse to let us know before class at 253-253-588-0042.

### Food and Drink:

- For all classes that meet more than one hour, please bring a water bottle and healthy snack.
- Students partaking in all day camps will need a sack lunch and several snacks.

### Cancellations:

- In the event LPH has to cancel a class or program, tuition will be refunded in full.
- If you cancel/or withdraw from the class 14 days prior to the class/camp start date LPH will refund funds minus a \$75.00 cancellation fee.
- If you cancel within 14 days of the camp/class start date LPH will refund half of the tuition.
- NO REFUNDS WILL BE GIVEN AFTER ATTENDING 1st CLASS.

### Foul Weather Policy:

- If the school district closes due to wind, snow, floods, etc., then youth theatre classes will also be cancelled for that day. LIT will make every attempt to make up the missed class time, either by extending remaining class meetings or adding classes (as facility and instructor schedules allow.)

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Student Name

Date