



# Lakewood Institute of Theater

## Youth / Parent LIT Policies

### Special points for first day of class:

- Your student and parent or guardian must check in and out with the instructor.
- Please discuss the Lakewood Playhouse's expectations stated here with the student before classes begin.
- Make sure we have a signed medical/liability/photo release that includes an emergency phone number other than your home or office. A new form must be completed for each class session in order to ensure all information is up to date.
- Students often times grow and learn more freely if parents do not attend class. There are some circumstances however, that may need parental involvement.

### Attendance:

- Please make every effort to make sure your child arrives on time and attends class each week/day. Absences and late arrivals are difficult for both the child and theatre-mates. If absence or late arrival is unavoidable, communicate in advance to instructor / director or call Lakewood Playhouse to let us know before class at 253-253-588-0042. If the student has 3 unexcused absences, or consistently arrives late (beyond a prearranged arrival time), the student may be dropped from the class. There are no refunds if the student is dropped.
- Please drop off your student no more than 10 minutes before class starts and pick up no later than 5 minutes after class ends. At 10 minutes, we call home and work numbers. If there is no live response, we will call emergency numbers. LPH currently charges \$1.00 per minute past 15 minutes for child care if late pick up becomes a habit. Lakewood Playhouse's office number is 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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## LIT Guidelines

### A student in LIT...

- Is on time.
- Brings a positive energy to class and a willingness to explore new ideas.
- Is supportive of other students and treats everyone with kindness.
- Respects theatre space property.
- Wears comfortable shoes and clothing appropriate for class/camp.
- Lets us know in advance if missing class for any reason (classes missed cannot be made up.)
- Does not chew gum in the theatre.
- Stays in the designated area during class time and does not enter other areas of the theatre or rehearsal space unless accompanied by adults.
- Waits inside the lobby or classroom after class –not outside the building until parent or guardian comes in to pick student up. (And signs them out.)
- Takes personal property home after each class. Items left behind will be kept for two weeks then given to charity.
- Makes a commitment to have fun and meet new friends!

### If a student disregards the LIT expectations, the following steps will be taken:

- Verbal warning.
- Discussion of behavior choices and time out given.
- Meeting is scheduled between student, parent, and instructor/director to discuss choices and solutions.
- If behavior is repeated, student may be dismissed from class with no refund.