



NEW VOICES

REGISTRATION POLICIES AND PROCEDURES

Please sign in the area provided on the Registration Form that you have read and accepted the following policies.

3 WAYS TO REGISTER

MAIL: ATTN: Weldon Brown

2001 Olney-Sandy Spring Rd, Olney, MD 20832

PHONE: 301-924-4485 ext. 121 / **FAX:** 301-924-2654

IN-PERSON: Complete registration form at the Box Office.

REGISTRATION CONFIRMATION/RECEIPT Students are registered upon receipt of registration form and \$150 Registration Fee. A confirmation of registration is sent when a valid email address is provided.

REGISTRATION DATES/REFUNDS/PAYMENT PLANS

Open registration begins now. Registration fees are non-refundable. No refunds of any kind after June 7. Contact the Registrar for payment plans.

RETURNED CHECKS There will be a \$30 fee for any checks returned by the bank.

DISCOUNTS A 10% sibling discount is available for subsequent registrations.

SUBSTITUTIONS Olney Theatre Center reserves the right to make faculty or programming substitutions.

ATTENDANCE/MAKE-UPS Olney Theatre Center does not guarantee that classes cancelled due to circumstances beyond our control (i.e. weather, power outage) will be made up; no refunds will be issued. We do not offer makeup classes due to a child's inability to attend.

DAILY SCHEDULE: Rehearsals begin at 8am and end at 5pm during the week

CODE OF CONDUCT In order to provide students with a safe and supportive environment, Olney Theatre Center does not tolerate any form of physical or verbal abuse, vandalism, or the use of any and all illegal substances. Any behaviors found in violation of this policy will be addressed and the child may be asked to leave the class, and no refunds will be issued. No weapons of any kind may be brought into the buildings.

SIBLINGS/GUESTS In order to provide a safe environment for your child, siblings and guests may not accompany students to class under any circumstance.

PHOTOGRAPHY AND VIDEOGRAPHY Olney Theatre Center and hired photographers reserve the right to use photos and videos taken in camps, classes, and performances for promotional use (via print or the web) and archival purposes. We regret that the taking of photographs, videotaping, and the use of recording devices is not permitted during performances. Videos of final performances will be available for purchase. Videotaping or the taking of photographs may take place during designated rehearsals and is left to the discretion of the camp director.

ACCESSIBILITY AND INCLUSION Olney Theatre Center is deeply committed to serving children of all abilities and endeavors to create an inclusive and welcoming environment for all students. We encourage parents to contact a member of our Education staff prior to enrollment (preferably at least two weeks before the start of camp) to discuss reasonable and respectful accommodations and support strategies to ensure a successful experience at Olney Theatre Center. In the rare case that a child is a direct threat to the safety of themselves or others, OTC may withdraw the student and refund any prorated tuition.

LIABILITY Olney Theatre Center is not liable for the well being and safety of children who are around any of our facilities before a program begins or after a program ends.

RELEASE AGREEMENT By registering your student you agree to the following:

Although every effort is made to provide a safe environment, I recognize there is always a risk of accident. By submitting a registration, I agree to be responsible for any medical bills incurred resulting from illness or injury during my student's participation at Olney Theatre Center. Students are expected to carry their own accident and medical insurance. I release Olney Theatre Center from any and all liability and/or claims or damages arising out of personal injury of any kind. If necessary, I authorize Olney Theatre Center to administer first aid and/or authorize medical treatment for my student.

Registrar Contact

wbrown@olneytheatre.org / 301-924-4485 ext. 121

Education Contact

ijk@olneytheatre.org / 240-722-6027

OLNEY THEATRE CENTER SUMMER PROGRAMS 2019 REGISTRATION FORM

TO REGISTER:

In Person: Complete this form and drop off at Olney Theatre Center to attention of Weldon Brown.

Phone: 301-924-4485 ext. 121

Mail: ATTN: Weldon Brown
2001 Olney-Sandy Spring Rd, Olney, MD 20832

- Tuition must be paid in advance. Registration is only complete upon receipt of registration form and \$150 Registration Fee, due **May 24, 2019**.
- Confirmation will only be sent via email when a valid address is provided.
- Only one student per form. Incomplete forms will not be processed.

If you have any questions or require an itemized receipt, contact Jason King Jones at jkj@olneytheatre.org.

Student Name (last name/first name) _____ / ____ / ____
Date of Birth _____ Gender _____

Name of Academic School _____ Fall 2019 Academic Grade _____

Are you the Parent/Guardian of this child? YES NO _____
If No, Please Identify Relationship _____

Parent/Guardian Name #1 (Last Name, First Name) _____ Parent/Guardian Name #2 (Last Name, First Name) _____

Preferred Email (REQUIRED FOR CONFIRMATION) _____

Preferred Mailing Address _____

City _____ State _____ Zip Code _____

Preferred Phone _____ (Circle one) HOME WORK CELL _____
Additional Phone (if differs from Preferred) _____ (Circle one) HOME WORK CELL _____

Emergency Contact (First Name, Last Name, Phone Number) *(Please list an individual other than parent/guardian. Parent/guardian will be contacted first in the event of an emergency.)*

How did you hear about this program?

SPECIAL NEEDS/NOTES/MEDICATIONS: *In order to best serve each student, please list all physical, cognitive, medical, emotional, or learning needs you would like us to know.*

ADDITIONAL NOTES FOR THE REGISTRAR:

REGISTRATION POLICIES: (on the next page) I have read all of the information contained within and understand that I must request refunds in writing within prescribed time limitations. I agree to Olney Theatre Center's Release Agreement.

Initial _____ Date _____

<p>PAYMENT METHOD</p> <p><input type="checkbox"/> Check (Make payable to Olney Theatre Center)</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AmEx <input type="checkbox"/> Discover</p> <p>Card # _____</p> <p>Exp. Date ____ / ____ CVC _____</p> <p>Signature _____</p>
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