

REGISTRATION POLICIES AND PROCEDURES

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

4 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.

ONLINE olneytheatre.org

REGISTRATION CONFIRMATION/RECEIPT Students are registered upon receipt of registration form and a non-refundable 50% deposit. A confirmation of registration is sent when a valid email address is provided.

REGISTRATION DATES/REFUNDS/PAYMENT PLANS

Registration begins January 2, 2020. Open registration begins February 16, 2020. Deposits are non-refundable. No refunds of any kind after June 1. Contact the Registrar for payment plans.

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

DISCOUNTS Early bird registrations must be received by February 15, 2020. 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 7am, Before Care opens. 8:45am, Camp Drop-off begins. 9am, Camp day begins. 3:30pm, Camp day ends & After Care begins. 6pm, After Care closes.

LATE PICK-UP Parents/guardians will be assessed a \$10 charge if a child is picked up more than 15 minutes after class ends, and an additional \$1 per minute thereafter. Please pick up your child on time.

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

jkj@olneytheatre.org / 240-722-6027

OLNEY THEATRE CENTER SUMMER PROGRAMS 2020 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
Online: olneytheatre.org

- Tuition must be paid in advance. Registration is only complete upon receipt of registration form and 50% deposit. **Deposit is non-refundable.** Remaining 50% of payment is due April 1, 2020.
 - 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 2020 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: _____

CHOOSE YOUR SESSION

- SUMMER STOCK** Grades 4 - 6 (rising)
 Select one
 Session 1 Dates: June 22 - July 3
 Session 2 Dates: July 20 - 31
Session price: \$750 (Early bird price: **\$675** by Feb 15)
- MUSICAL THEATRE INTENSIVE** Grades 7 - 9 (rising)
 Session Dates: July 6 - July 17
Session price: \$775 (Early bird price: **\$725** by Feb 15)

CHOOSE YOUR BEFORE & AFTER CARE

- Select one
 Before Care
Session price: \$225
 After Care
Session price: \$275
 Before AND After Care Combo
Session price: \$475

TOTAL YOUR ORDER

Tuition = \$ _____
 Before & After Care = \$ _____
 Sub-Total = \$ _____
 Sibling Discount = \$ _____
(10% off tuition for subsequent children)
TOTAL= \$ _____

T-SHIRT SIZE:

- Small Medium Large Extra Large

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 _____

PAYMENT METHOD

- Check (Make payable to Olney Theatre Center)
 Visa MC AmEx Discover

Card # _____

Exp. Date ____/____ CVC _____

Signature _____