

# YAS Policy Agreement

(Please Read Carefully)

## Refund Policy

No refund of tuition will be made after the last day to register for your session. Students will receive a full refund of tuition, minus a \$75 cancellation fee, if they remove themselves from the workshop by **the last day to register for your session**. No refunds of tuition will be given to cast members removed from the cast by YAS staff for behavioral reasons.

## Parent Commitment

Each family must commit to fulfilling at least 1 parent committee position. If you are unable to fulfill one of the parent positions, you may choose to “opt out” by including an additional \$100 fee with your registration. If you sign up for a position and are not able to fulfill it, or are not able to get your position covered, you will be billed the \$100 “opt out” fee due prior to the last performance.

## Costumes

Each cast member will be responsible for providing their own costume and certain accessories.

## Absences:

Attendance is very important. Due to limited rehearsal time we will not be able to go back and re-teach or re-stage scenes for students who are absent. **You may not miss more than 2 rehearsals.** If a cast member misses a rehearsal, they may not be placed in that particular number. Include any conflicts you have on your registration form in advance. Tech week (the week of the performance) and performances are *mandatory*. There can be *no* absences. Missing a mandatory rehearsal may result in being removed from the show.

## Late Pick Up Penalty

It is very important to pick up your child from rehearsal as scheduled. There will be no charge for the first 10 minutes late for pick-up. More than 10 minutes will result in a late pick-up fee of \$1 per minute. This charge is per child. If your child is not picked up within 40 minutes of the end of rehearsal, and program staff are unable to contact parents or your emergency contacts, Child Protective Services will be called. Payment of the late pick-up fee will be due before the first performance. If payment for the late pick-up is not received by that time, your student will not be allowed to participate in the performance. Three late pick-ups within a session will result in being removed from the session.

## Disciplinary Process

Cast members and their parents must be aware that rehearsals can be strenuous and require cast members to have the ability to focus for long periods of time. Cast members will be given warnings for the following: disruptive, disrespectful, or destructive behavior, repeated failure to listen, failure to follow directions, or failure to participate in rehearsals. Incident 1) Verbal warning to the child; Incident 2) Cast member is asked to sit out of rehearsal, and will not be allowed to participate in the scene being taught; Incident 3) Meeting with cast member and parent to discuss possible dismissal from the program. Certain extreme negative behavior (fighting, physical intimidation, verbal harassment or otherwise) may warrant an immediate dismissal upon the discretion of the Director.

## Check e-mail

All communication is done via e-mail. Parents must commit to checking their e-mail for any changes and updates regarding the production. An accurate e-mail address must be provided.

## Additional Rehearsals and Schedule Changes:

Additional rehearsals and changes may be scheduled as needed.