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WINTER / SPRING 2009 REGISTRATION FORM

Form may be used for multiple students or copied.

**MAIL TO:
Essex Youth Theater (EYT)
PO Box 43553, U. Montclair, NJ 07043**

CHILD'S NAME: _____

FOLKS' NAMES: _____

ADDRESS: _____

_____ **ZIP** _____

HOME PHONE: _____

CELL PHONE: _____

OTHER #s _____

please provide the number(s) for person(s) picking up your child

EMAIL: _____

for confirmation - allow essexyouththeater@comcast.net

CHILD'S BIRTHDATE: _____

CHILD'S SCHOOL: _____

SHOW TITLE: _____

CLASS DAY: _____ **2nd choice:** _____

PAYMENT: (add \$10 Registration Fee per child) _____

If splitting in two installments, there is an additional \$20 fee due with first payment.

Inappropriate or disruptive conduct will be grounds for dismissal from the program with no refund. If your child has any medical or behavioral conditions you must let us know before registering. Failure to disclose your child's condition is grounds for immediate dismissal from the program with no refund.

SIGNATURE OF PARENT/GUARDIAN

DATE

STOP!

Have you read the "EYT Policies"? By registering, you are agreeing to abide by all, including the Refund Policy. Make sure you read before enrolling. Thanks.

The Scott Miller Scholarship Fund provides financial assistance for needy students. Call for details.

EYT POLICIES

By enrolling your child you are agreeing to these policies. Please read carefully.

TUITION PAYMENTS:

Check or money order. Add \$10 Registration Processing Fee per child. May pay in full or in two installments. If splitting: 1st installment equals ½ tuition + an add'l \$20 fee. 2nd equals ½ tuition. All 2nd payments are due by Dec 21st to hold your space. \$30 bounced check fee. \$10 fee to switch class or day - subject to availability.

REGISTRATION:

Processed in the order received. Must be accompanied by payment. Your canceled check is your receipt. Class space is very competitive - sending your registration does not guarantee a space. A confirmation will be sent via essexyouththeater@comcast.net.

REFUND POLICY:

Each class uses custom-written scripts that give each student an equal role, with no “extra” roles for additional students. This exclusivity requires our Refund Policy to be firm, with no exceptions - please do not ask:

Withdrawal on or before Dec 7th: full refund minus 20% holding fee. Withdrawal from Dec 8th through Dec 28th: 50% refund. No refund after Dec 28th. Percentages based on tuition of the class, not the amount of your deposit.

Changes in your child’s other activities will not be grounds for exceptions to the Refund Policy. We sympathize with the difficulty of juggling your child’s schedule, but we cannot make exceptions or defer tuition for withdrawals. Policy stands regardless of whether we re-fill the space.

CLASS SWITCHING:

\$10 fee to switch class or day - subject to availability.

ATTENDANCE:

Good attendance is important. Absences of three or more may jeopardize your child’s ability to participate in the Recital. Make-up classes available.

CLASS ETIQUETTE:

EYT reserves the right to deny enrollment based on a student’s past behavior. Inappropriate or disruptive conduct will be grounds for dismissal from the program with no refund. If your child has any behavioral or medical conditions you must call us prior to registering.

LATE PICK-UP POLICY:

We here at Essex Youth Theater (EYT) have experienced an ever-increasing rash of late pick-ups by parents. While we understand that traffic, long lines at the A&P, or just plain life can sometimes make a person late, please keep in mind that with 14 students and 12 weeks in a semester, each parent being late only once has, in past semesters, resulted in the teacher being kept waiting every week.

In addition to your child becoming upset if you do not arrive as usual, remember that our teachers are professionals in the theater industry and some have children of their own, with their own rehearsals and commitments to attend to after class. I think you will agree it is unfair that an unexpected delay you may encounter results in the teacher unable to get home on time to take her own child to a piano lesson, or that we have to pay staff overtime to wait. Because traffic and other outside factors are always unpredictable, allowing a margin in your travel time is key.

Since the primary responsibility of Essex Youth Theater is your child’s protection and well-being, the following policy has now been set in place in the event that you do not pick up or arrange to have someone pick up your child at the end of class:

1. EYT will attempt to reach all emergency contact numbers, including parents or guardians at home, work and cell phone numbers, as provided by parent/guardian on the child's registration form.
2. It is your responsibility as parents or guardians to provide the number of any and all persons who you authorize to pick up your child and to keep EYT informed of any changes in these contact numbers.
3. If EYT is unable to reach anyone at any of the contact numbers provided by the parent/guardian, and one-half hour has elapsed, EYT will unfortunately need to call outside authorities such as the police.
4. A late fee of \$5.00 per child will be assessed after the first 10 minutes and an additional \$1.00 per child for every minute after that will be assessed until your child is picked up. Invoice will be sent via email. This fee must be paid in full upon your child's next class. A past-due fee of \$5 will be added each time we must re-invoice you. All fees not paid by the Recital Day will jeopardize your child's participation in the show.
5. Under all circumstances, the staff of EYT shall not hold your child responsible in any way for the late pick up, and discussion of this issue will only be with the parent or guardian and never with your child.

While we make every effort, EYT's calendar cannot always coincide with all school closings and/or all religious observances. Please consider this when choosing your child's class day.