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SUMMER 2009 REGISTRATION FORM

Form may be used for multiple students/shows or copied.

**SEND ALL MAIL TO: Essex Youth Theater
PO Box 43553, U. Montclair, NJ 07043
(do not mail to class locations)**

CHILD'S NAME: _____

FOLKS' NAMES: _____

ADDRESS: _____

ZIP _____

HOME PHONE: _____

CELL PHONE: _____

EMAIL: _____

for confirmation: allow "EssexYouthTheater@comcast.net"

CHILD'S BIRTH DATE: _____

SHOW TITLE(S): _____

AMOUNT OF PAYMENT: _____

**(add Registration Processing Fee of \$10 per child -
Waived if you register by May 5th!)**

Inappropriate or disruptive conduct will be grounds for dismissal from the program with no refund. If your child has any medical or behavioral condition you must call us 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 page entitled "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.

REGISTRATION PROCESSING FEE:

\$10 per child. Pay only one fee per child, regardless of how many shows they enroll in. Waived if you register by May 5th!

TUITION:

By check, in full or in two installments. 1st installment due with your Registration. All 2nd payments due by June 22nd to hold spots. ***\$20 Split-Payment fee waived for Summer!*** \$30 bounced check fee. First come, first served basis. Confirmation via email.

REFUND POLICY:

Refund Policy is firm, with no exceptions - please do not ask.

Withdrawal by May 29: full refund minus 20% holding fee. Withdrawal from May 30 thru June 29: 50% refund. No refund after June 29. Percentages based on tuition of the class, not the amount of your deposit.

We sympathize with the difficulty of juggling your child's schedule, but we cannot make exceptions or defer tuition for any withdrawals.

Policy stands regardless of whether we subsequently re-fill the space.

LATE PICK-UP FEES:

\$5 per child after the first 10 minutes and an add'l \$1 per child for every minute after until child is picked up. Invoice by email. Due upon child's next class. An add'l \$5 added if we must re-invoice you.

CLASS SWITCHING:

In some instances, scheduling conflicts can be remedied by switching your child's class within the same semester. We will do everything we can to accommodate you, but if other classes are full you will be committed to your original choice. \$10 Switching Fee waived for Summer!

ATTENDANCE:

Good attendance is important, especially due to the short rehearsal time for our summer shows. Absences of two or more will jeopardize the student's participation in the Recital.

CLASS ETIQUETTE:

Essex Youth Theater 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 medical or behavioral condition you must call us before registering. Failure to disclose your child's condition is grounds for immediate dismissal from the program with no refund.

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 6 weeks in a semester, each parent being late only once has, in past semesters, resulted in the teacher being kept waiting every single day.

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.

9am drop-off, 2pm pick-up
Students bring own lunch each day.