



## 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 a non-refundable 50% deposit. A confirmation of registration is sent when a valid email address is provided.

### REGISTRATION DATES/REFUNDS/PAYMENT PLANS

Open registration begins January 2, 2018. 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** 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 & Before Care begins. 6pm, Before 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 supports 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 2018 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 and 50% deposit. **Deposit is non-refundable.** Remaining 50% of payment is due April 1, 2018.
- 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](mailto:jkj@olneytheatre.org).

Student Name (last name/first name) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_\_\_

Name of Academic School \_\_\_\_\_ Fall 2018 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: July 2 - 13, 2018 (no camp July 4)

Session 2 Dates: July 30 - Aug 10, 2018

**Session price: \$700** (Early bird price: **\$625** by Mar 1)

**MUSICAL THEATRE INTENSIVE** Grades 7 - 9 (rising)

Session Dates: July 16 - 27, 2018

**Session price: \$750** (Early bird price: **\$700** by Mar 1)

**CHOOSE YOUR BEFORE & AFTER CARE**

Select one

Before Care

**Session price: \$200**

After Care

**Session price: \$250**

Before AND After Care Combo

**Session price: \$450**

**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 \_\_\_\_\_