

# The CHILDREN'S THEATRE Company

Kerry Arthur Onxley, Artistic Director

## Information / Data Sheet

Date of Registration						
Name of Student						
Parent / Guardian						
Student's Birthday						
Student's Age & Grade						
School Attending						
Home Phone						
Mom Cell						
Dad Cell						
Student Cell						
Other Phone						
Mother's Occupation						
Work Phone						
Father's Occupation						
Work Phone						
Home Mailing Address						
City, State Zip						
Parent Email (Mom)						
Parent Email (Dad)						
Student Email						
T-Shirt Size	CS (6-8)	CM (10-12)	CL (14-16)	AS	AM	AL
Check One	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place a check mark next to the appropriate class. You will only be billed for the onetime fee. Tuition is paid monthly.						
Storybook Drama 3 ½ - 4 Years Old \$150 One time fee	<input type="checkbox"/>	Creative Dramatics 5-8 Years Old \$110 Signup (One time) \$50 per month	<input type="checkbox"/>	Stage Works 9-18 years old \$120 Signup (One time) \$60 per month	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payment Information:</b> We accept <b>Credit Cards</b> (VISA, MASTERCARD, AMERICAN EXPRESS & DISCOVER), <b>Check</b> (Payable to The Children's Theatre Company), or <b>Cash</b>						
Name						
Address						
City, State ZIP						
Phone						
Credit Card #						
Verification Code (3 digits on back of card)			Expiration date			

I give my permission for my child to be photographed and / or recorded on video in connection with Children's Theatre activities. I understand that all photos and videos will become property of The Children's Theatre Company. These recordings will be used for the CTC website, classroom presentations, educational and promotional videos, CD-ROM's, etc. about theatre. I further agree that any further reproductions may also be published and distributed to the general public.

I have received a copy of the CTC RULES/POLICY. I have read & reviewed the RULES/POLICY carefully. I accept the responsibility for following these RULES/POLICY and fulfilling the requirements.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Official Class Rules & Policies

PLEASE READ CAREFULLY AS THE CLASS RULES & POLICES ARE EDITED EACH SEASON.

## Stage Works (9 to 18 years)

It is the responsibility of the parent to read and follow the CTC Policy below.

### ATTANDANCE FOR ACTING CLASS

The CTC believes in teaching commitment and responsibility to its students. Attendance and promptness are very important to both of these. **THE STUDENTS MUST ARRIVE APPROXIMATELY 10 MINUTES BEFORE THEIR ACTING CLASS TO PREPARE FOR THE REHEARSAL!** If for some reason the student cannot make a rehearsal, it is asked that the person contact the Theatre Director IMMEDIATELY (337-433-7323, please leave a message on the machine). IN MAIN STAGE PRODUCTIONS, EXCESSIVE ABSENCES WILL CONSTITUTE AN UNDERSTUDY REPLACING THE ACTOR. CTC follows the Calcasieu Parish School holiday schedule unless otherwise noted.

### REQUIREMENTS FOR ACTING CLASS

ALL STUDENTS ARE EXPECTED TO FOLLOW THESE REQUIREMENTS FOR EACH CLASS!

Failure to do so will omit the student for that particular class.

- Warm-ups or shorts. Jeans, capris, jumpers, skorts, street clothes or hats are NOT allowed!
- CTC Shirt ALWAYS!
- No hard sole shoes/dress shoes, sandals, or flip flops. Tennis shoes are allowed; however, we recommend black jazz shoe-like slipper.
- Binder (plastic insert front cover) with pockets, pencil/pen, paper, and script.
- A tote bag (back pack, gym bag, etc) to place acting class items in. (Separate from a school bag) CTC sells acting bags for \$30.00 each.
- No jewelry, watches, necklaces or bracelets allowed!
- Girl's hair should be worn in a bun or braided and pulled from the face. Boy's hair that is long and bothersome must be worn in a bandana.
- When students arrive to rehearsal/class they MUST sit in the hall, review scripts & remain quiet. Failure to do so will result in the student not participating in the rehearsal/ class.
- It is the responsibility of the student and the parent to memorize all music and lines on the show by the given deadline.

### RULES & POLICIES

- There are NO REFUNDS on tuition or fees. Tuition is due in full at the first class of each month. A \$10 Late Fee applies when tuition is not paid on time.
- All students are required to sell Season Memberships in the Fall and Standing Ovations in the Spring. Failure to sell Season Memberships or Standing Ovations will result in the student's name being omitted from show programs & related materials.
- NO drinking, eating, or chewing gum allowed in any theatre Space.
- Cell phones must be turned OFF and stored in acting bags. Cell phones may NOT be used at any CTC event at ANYTIME. Cell phones will be confiscated! Parents may collect them at the theatre office.
- CTC operates as a yearlong acting school; therefore, assuming the student is registering for a year of lessons. Additionally, The CTC discourages students from auditioning with outside theatres. This practice is used with many dance studios. Tuition remains monthly.
- CTC reserves the right to refuse admission to classes, workshops and productions to anyone.
- The CTC demands a high caliber of scholarship and personal behavior. Drugs, alcohol, abusive language or participation in activities or productions not meeting the standards of the CTC are NOT permitted.

### PARENT PARTICIPATION

Parent participation is important to the success of any youth-related activity. The Children's Theatre Company is NO EXCEPTION! Parents are encouraged to participate with fund-raising, set building days, painting, and putting show posters up. Parents who opt not to assist must pay a \$100.00 Parent Participation Waiver Fee per event missed. Additionally, parents from the Monday/Wednesday class must assist a minimum of 1 night at a performance with ushering, box office or concessions or pay the \$100.00 Parent Participation Waiver Fee.

### COSTUME & ADDITIONAL FEES

Costume Rental Fees are accessed for all shows! COSTUMES REMAIN THE PROPERTY OF THE CTC AND CANNOT BE TAKEN HOME! Costume fees vary per season and per actor. Additional fees such as batteries and music CDs may apply. There are no refunds.

### MAKEUP KITS

In order to practice GOOD HYGIENE, all Monday/ Wednesday Actors must pay a MAKEUP KIT Fee of \$65.00. The Makeup Kits will be stored at the theatre. THE ACTORS WILL NOT BE ALLOWED TO SHARE MAKEUP! There are no refunds.

I have read and understand the policies and rules for The Children's Theatre Company. I agree to take full responsibility in following these policies and rules.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date