



## Musical Theater/Acting Class Policies and Procedures

### Registration Procedures

All students are expected to have submitted the required registration forms and payment *prior* to the first class held. There will be a one time, \$25 registration fee due upon registration. This fee will cover the cost of necessary music, scripts, and other class materials. The registration fee will also reserve the students' spot in our program. The signed registration forms and payment can be dropped off or mailed to **300 S. Ardmore Ave. Villa Park, IL 60181**. Once registration forms and payment have been received, a confirmation email will be sent with information regarding the first class.

### Registration Fee

The one-time, \$25 registration fee will only be necessary for students *new* to the program. Registration fees are non-refundable.

### Payment Options

Trinity Music Center allows for the following payment option:

One payment in the amount of the entire session total due at the time of registration.

Note: Payments are **NOT** to be given to the private instructor before or after a lesson. Payments may be submitted by placing them in the designated drop box outside located near our private music studios.

### Class Rates

Trinity Music Center offers weekly classes at the rate of \$15 per class. There will be 19 classes offered in the 2014 spring session (Jan- May).

<b>Session Total</b>
\$285

## **Class Information**

*Excused Absences:* Enrolled students are required to attend all scheduled classes. If a student needs to miss a class for any reason, a parent or guardian must notify the director **AT LEAST 24 HOURS** in advance. Students will **NOT** receive a make-up class, nor will money be refunded for classes missed by the student.

*Class Materials:* Students are required to bring any and all sheet music, books, and/ or scripts with them to each of the scheduled classes. *There will be a \$5 charge for any lost or severely damaged materials.*

*Personal Items:* Cell phones and other electronic devices are to be turned off and put away during each class. Students are **NOT** permitted to bring gum, food, or any liquids besides water into the studios.

*Withdrawal:* Should a student choose to withdrawal entirely from the program at any time, any fees previously collected will be **NON-REFUNDABLE**.

## **Performances and Recitals**

Recitals and other performances are great opportunities to showcase student growth and increase their confidence! Students will be notified by their instructors as performance opportunities arise throughout each session. There will be **one** studio recital presented each year. Specific recital dates will be determined based on space availability, and will be released to the students and parents/guardians when scheduled. Students are **NOT** required to perform at any scheduled recital or performance. Student participation in these performances can be discussed with their instructors.

## **Pick Up/Drop-Off and Child Supervision**

For the safety of the students, parents should drop students off for lessons no earlier than 15 minutes prior to their scheduled time. Students should also be picked up immediately following their lesson. Many of our instructors teach back-to-back lessons and will be unable to supervise young students. Parents are encouraged to wait in the designated waiting area during their child's lesson.

## **Studio Cancelations/Closings**

Trinity Music Center will coincide with any cancelations and holiday breaks through District 45. This does **NOT** include teacher in-service days or early dismissals. Should the director choose to cancel lessons for any reason, parents or guardians will be notified. Lessons canceled due to weather or any other circumstance by the director will be rescheduled based on the student, instructor, and studio availability. *Note: The Director may choose to hold lessons a day where school is not in session- i.e. Columbus Day, President's Day, etc. Parents will be advised when lessons will be canceled due to specific holiday breaks.*