

Policies & Procedures

Attendance Policy: If the student is going to be absent for a class, please inform the instructor on the first day of class or as soon as you know of the absence. During productions a letter will be sent home with each student listing the Stage Manager's phone number to contact for absences or late arrivals. If the student is going to be late on the day of the class, please call the instructor or our KidzAct extension in the business office at (239) 434 -7340 ext. 127.

Emergency Communication: If you need to contact your child during class time please call the business office at (239) 434-7340 ext. 127. If your child's class meets outside of business hours (Monday – Friday 9:00 am – 4:00 pm) please call Craig Price, our Education Director's cell phone at (239) 287-3659.

Refund Policy: A 50% refund will be made if the student withdraws up to one week before the class start date. Withdrawals after that time will receive no refund.

Medication, First Aid, and Safety: Safety is our number one priority here at KidzAct. If your child needs to take a prescribed medication, please send a note with the necessary information including time and dosage. We do have First Aid kits outside of every room in our theatre, however, we are not permitted to distribute medications including any pain relievers.

Please be sure you have completed the information/release form and returned it to us. This is for our records of any known medical conditions or allergies. Thank you!

Rules for Students

IN OUR CLASSES WE:

- √ RESPECT EACH OTHER!
- √ TRY OUR BEST!
- √ ARE A TEAM!
- √ LEARN FROM OUR MISTAKES!
- √ CREATE!
- √ CELEBRATE EACH OTHER'S SUCCESS!
- √ HAVE FUN!

1. Pay attention to your teachers and assistants.
 - i) Listen – please don't speak while instructors are teaching.
 - ii) Don't complain.
2. Be respectful to others.
 - i) Please keep your hands to yourself.
 - ii) If you don't have something nice to say, don't say anything at all.
 - iii) Keep a positive attitude and environment.
3. Clean up after yourself! Please respect the theatre and don't leave messes around.
4. Stay in the location you are designated to. Please never wander around the theatre or be anywhere unattended. There should be a KidzAct teacher, assistant, or staff member with you at all times.