

# Registration Form for After School Theatre Class

A class offered for 2<sup>nd</sup> through 4<sup>th</sup> graders through a partnership between Oregon Coast Council for the Arts (OCCA) and Jennifer Hamilton

Location: Newport Performing Arts Center (PAC) 777 West Olive St. Newport, OR

Thursdays from 3:30 until 5:15 (see attached policies regarding dates as well as drop-off and pick-up information)

Child's Name: \_\_\_\_\_

Grade level: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Please list any allergies, activity restrictions, medical conditions, medications or other safety or custodial concerns. If none, write "none":

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Is it ok to contact you via text messaging?: yes \_\_\_\_\_ no \_\_\_\_\_

By signing this, you agree to the attached class policies and payment schedule. If you do NOT want your child's photo used in any publicity materials, please submit that request to OCCA P.O. Box 1315 Newport, OR 97365 in writing.

Please sign and return completed form and your first month's payment of \$36.00 to the OCCA no later than Friday, January 11. Registration forms and payments may be dropped off at the PAC during box office hours (9:00 – 5:00, Monday through Friday).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use	CC:	Ck:	Cash:
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The OCCA and Jennifer Hamilton are excited to have you join us for this pilot program for 2<sup>nd</sup> through 4<sup>th</sup> graders at the PAC. We need a minimum of 8 students for the class to occur and we can take up to 12 students. We hope you and your student find it to be a rewarding and engaging experience. Following are the dates for this year's **spring class** (subject to change):

### **Thursdays:**

January 17, 24, 31  
February 7, 14, 28\*  
March 7, 14, 21  
April 4, 11, 18  
May 2, 16, 23, 30\*  
June 6, 13 (Performance for family and friends)

\*There are two days when, although school is in session, we will not have theatre class. On February 21 I will be out of town (at American Association of Community Theatre's winter meetings) and on May 9, the PAC will not have a space for us to hold our class.

### **Theatre Class Policies**

1. Performance activities have inherent and necessary risks. Oregon Coast Council for the Arts (OCCA) and any contracted instructors do not assume any responsibility for injury.
2. All fees and payments are non-refundable and non-transferable. No credit will be given for days missed. You may pay one of two ways: either monthly, with your payment of **\$36** due no later than the first Thursday of the month when class is in session, or pay for the entire session **BEFORE** the first day of class for that semester (\$216 for the spring session). Checks should be made out to Oregon Coast Council for the Arts. Credit card payments can be made directly through the box office. Payment for the first month's class is due upon registration. There are limited spots so be sure to enroll soon.
3. Students are expected to conduct themselves with respect. We will discuss this concept at the start of each class. Respect for themselves, respect for the instructor, respect for each other and respect for the facility are essential to the success of the class and its participants. OCCA and any instructors contracted with them have the right to dismiss a participant whose conduct, influence or behavior is deemed unsatisfactory to the best interest of the class. OCCA and Jennifer Hamilton must be informed of any special needs prior to the first day of class.
4. OCCA and contracted instructors will not distribute any type of medication, prescription or over the counter, to any student at any time.
5. Our first aid policies will be to handle minor injuries such as, but not limited to, cuts, bruises, etc.

6. In case of severe accident or illness, participants may receive emergency medical or surgical treatment. Every effort will be made to contact the parent(s) /guardian(s) or the emergency contact.
7. Regarding dress: t-shirts, sweatshirts, loose-fitting clothes and tennis shoes are the best attire for Theatre Class. Please do not wear skirts, dresses, sandals or heels. If your student must wear something else to school that day, please have them bring appropriate clothing and shoes to theatre class.
8. **Drop Off:** If your student is riding the bus, please request that they drop them off at the PAC for the days when class is in session. If you are driving the student, they may be dropped off anytime between 3:20 and 3:40. **HOWEVER, if you are driving your student, you will need to make specific arrangements regarding drop-off with Jennifer Hamilton.**
9. **Pick Up:** The After School Theatre Class ends at 5:15. This means we will end class and head to the front doors of the PAC for pick up between 5:15 and 5:30 (the latest your child can be picked up). If you need to pick your child up earlier than 5:15, please notify OCCA and/or Jennifer Hamilton. Your child should be picked up in a timely fashion. For safety reasons no minor will be left unattended. Therefore we are enforcing a 5-minute rule. A child must not be picked up more than 5 minutes too late (5:35). After that time, a fee of \$10 per minute will be charged. We understand that occasionally emergencies (such as a flat tire or car wreck, etc.) happen. We will work with you in extenuating circumstances, but we ask that you respect our time and the 5-minute rule. Please notify OCCA and/or the instructor ahead of time if someone other than those listed on the registration form will be picking up your child.
10. Nothing should get in the way of students being able to give their best, be treated fairly and feel safe from unwanted attentions or actions. Inappropriate contact and overt sexual behavior of any kind is strictly forbidden. If behavior of this kind happens, it should be reported immediately to a teacher or OCCA staff member so that we may follow up and resolve the issue. We cannot act unless we know about it. Inappropriate contact, behavior or coercion may lead to dismissal from theatre class. All reports will be handled in confidence appropriate to the resolution of the issue. Please counsel your children concerning inappropriate behavior and how to handle and report it.

Students and parents must review the policies, sign and turn in the registration form with payment (\$36) for the first month by Friday, January 11. If you have any questions regarding Theatre Class policies or class content, do not hesitate to contact Jennifer at [jvbhamilton@gmail.com](mailto:jvbhamilton@gmail.com) or 785-249-5341.