It is the parent’s responsibility to:

1. ...instruct their student(s) in areas of conduct and character including issues such as promptness, respectful behavior, modest and appropriate dress. Parents are responsible for any follow-through required on discipline issues brought to their attention by the executive producer, directors, or production coordinator.

2. ...obtain and read all materials distributed at rehearsals, parent meetings, or messages that may be sent via email. This includes newsletters, show guidelines, schedule changes and fliers.

3. ...initiate communication with the staff regarding their student’s obligations and/or rehearsal conduct.

4. ...encourage and help their student with rehearsals at home.

5. ...be current on fees. Please note that all fees must be paid in full before the student is allowed to enter tech week rehearsals. A $20.00 payment plan fee will be added to all invoices showing an outstanding balance after the first day of class. Refunds will be made within the following guidelines:
   A. Any money paid toward tuition (beyond the $100 non-refundable tuition deposit made at the time of registration) will be refunded if the student withdraws prior to August 2, 2010.
   B. A 50% refund will be given on money paid toward tuition (beyond the $100 non-refundable deposit made at the time of registration) if the student withdraws between August 2 and August 11, 2010.

No refunds will be given after August 11, 2010 or in the event of recasting a student. No portion of the $100 deposit is refundable.

6. ...provide the following materials for their student:
   - Ensemble – a hard-sided 3-ring binder, costume(s) and accessories, shoes and any undergarments (tights, bloomers, slips, etc.), and possibly a costume fee.
   - Lead Cast and Dancers – a hard-sided 3-ring binder, costume fee, shoes and undergarments.

7. ...sign up and work 1 full Saturday workday or 2 Monday evenings or 1 Monday evening and ½ Saturday workday, at least 2 shows, 1 load-in day or 1 strike day. If for some reason you are unable to work, a $300 non-participation fee will be added to your account that is due in full prior to August 20. After this date, the non-participation fee increases to $350.

8. ...arrange transportation for their students to and from rehearsals as well as any transportation that may be required during rehearsal. Lead rehearsal space is limited. For this reason, facilities are not available for parents and others to wait while students with lead roles rehearse. All run-through and dress rehearsals are closed. Food and drinks are not allowed in rehearsal rooms, the BPB lobby, the Rose Theatre, Sutherland lobby or Sutherland Auditorium.

9. ...attend the student’s performances.

It is the desire of the staff to provide a productive and fun environment for the students who participate in Biola Youth Theatre. We understand that the students will work hard to adhere to the code of conduct and their responsibilities. If, however, a student refuses to learn the assigned part, or makes choices that are in direct conflict with the stated code, the following disciplinary actions will be taken:

1. With the first offense the student will receive a verbal warning.

2. If the student refuses to comply with the stated direction, the student will be asked to leave the rehearsal area for a “time out.” The behavior will be recorded and parents will be notified after rehearsal.

3. If the behavior and/or attitude do not change during subsequent rehearsals, a parent conference will be scheduled. Parents may be asked to attend all rehearsals with the student in order to supervise behavior.

4. If the behavior persists after the parent conference, the student will be dismissed from the program.

5. Violent behavior or behavior that endangers other cast members will result in immediate dismissal from the program.

If a student is dismissed from the program, there will be no refunds.

Parent’s Signature
Phone
Date

5/17/10