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 news-letters, show guidelines, schedule changes and fliers. Please make sure the office has your most current email address.

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 with fees. Please note that all fees must be paid in full before the student is allowed to participate in the above mentioned activity. Refunds will be made within the following guidelines (keeping in mind no portion of the $100 tuition deposit is refundable):
   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 July 26, 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 the dates of July 26 and July 30, 2010.

   No refunds will be given after July 30, 2010 or in the event of dismissal of a student. All students withdrawing from BYT must do so in writing.

6. ...provide the following materials for their student:
   a hard-sided 3-ring binder
   pen/pencil

7. ...arrange transportation for their students to and from the above mentioned activity.

BIOLA YOUTH THEATRE

Discipline Policies

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 moved from the activity to a supervised area for a “time out.” The behavior will be recorded and parents will be notified.
3. If the behavior and/or attitude do not change, a parent conference will be scheduled.
4. If the behavior persists after the parent conference, the student will be dismissed from the program.

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

Parent’s Signature

Phone __________________________  Date __________________________