

# policies

The Theatre Lab is a non-profit educational institution dedicated to providing the artistic and real-life benefits of quality dramatic arts education to a broad spectrum of adults and youth in the metropolitan Washington region.

**Registration:** Tuition must be paid in advance. A student is registered only upon receipt of payment in full.

**Refunds:** You must notify our office in writing before June 1 of withdrawal from the summer program for a full refund minus a \$20 cancellation fee. If you withdraw from the program from June 1-June 18, one half (1/2) of the cost of tuition will be refunded. After June 18, there are no refunds.

**Returned Checks:** A \$25 fee will be charged for any returned/bounced check.

**Lunch and Snack:** All participants in our full-day camps should bring a lunch that does not require refrigeration or reheating. If you are unable to provide lunch for your child due to financial need, please contact our office immediately and we will arrange to provide a basic lunch. A morning snack will be provided to all participants in our children's programs. No food is provided in the teen programs, but participants are welcome to bring their own food or snacks.

**Photography and Videography:** The Theatre Lab reserves the right to use photos and videos taken in our programs for promotional purposes only.

**Staffing:** The Theatre Lab reserves the right to make faculty substitutions in any of our programs.

**Non-Discrimination Policy:** The Theatre Lab complies with all applicable laws governing discrimination.

**Late Pick-Up:** Please be considerate of staff by being on time for pickup. The Theatre Lab will automatically assess a \$15 late fee if your child is picked up more than 10 minutes after the assigned hour his/her program ends and \$40 if your child is picked up more than 20 minutes past that hour. (Regular camp day ends at 3pm; aftercare ends at 6pm.)

**Supervision:** The Theatre Lab is not responsible for any child or teen in or around our facility beyond the specified hours of the particular program in which he or she is enrolled.

**Behavior:** The Theatre Lab expects campers to value the contributions of others and to treat fellow students, instructors, and counselors with respect. We reserve the right to dismiss, without refund, any camper whose behavior is inappropriate and disruptive to the successful functioning of the camp group.

**Medical Care:** In the event of an emergency requiring immediate medical attention, your child will be taken to the nearest hospital emergency room unless Theatre Lab staff is instructed otherwise by parents before the program begins. Theatre Lab staff members may provide basic first aid but do not administer medication of any kind to campers. If your child requires medication dispensed during the camp day or a special arrangement of any kind, please contact Theatre Lab Director Deb Gottesman (202-824-0449 or Deb@theatrelab.org).

**Liability Waiver:** I understand that The Theatre Lab makes every effort to provide a safe, enjoyable atmosphere in which to explore both the art and craft of acting. I recognize and acknowledge, however, that there are always risks of accident or injury and knowingly and voluntarily assume all risk of such injury. I release The Theatre Lab from any and all liability and/or claims or damages arising out of personal injury of any kind. I agree to be responsible for any medical bills incurred resulting from illness or injury during my child's participation at The Theatre Lab (signature required on registration form).