

IMPORTANT DATES

Registration: September 1 to October 31, 2024

First Day of Classes: October 19, 2024

Registration Fees Due: October 19 (or first payment, as applicable)

Other Payment Dates: November 16, November 30

Tech Weekend: April 26 and 27, 2025 (attendance is mandatory!)

Show Weekend: May 3 and 4, 2025 (attendance is mandatory!)

PLEASE NOTE Attendance is mandatory from April 5 to May 4, 2025

THEATRE SCHOOL POLICIES

1. **REGISTRATIONS:** Registrations for Theatre School are limited to 10 spots for 6-9 year olds, and 14 spots for 10-14 year olds. To ensure fairness, all registrations are processed on a first-come, first-served basis. Registrations are open from September 1 to October 31. To register, please fill out the registration form on our website, or contact the School Program Coordinator at ecole@latroupedujour.ca.
2. **REGISTRATION FEES:** The registration fee is \$350.00 for the year (\$200.00 for a second child from the same family). Fees are due on the first day of classes, October 19. Accepted payment methods include cheques, cash, E-transfers sent to (administration@latroupedujour.ca), and debit/credit cards. No refunds will be given for withdrawals or abandonment of classes.
3. **PAYMENTS:** Payment in installments are subject to prior agreement with the following deadlines: first payment of \$150 on October 19, \$100 on November 16, and \$100 on November 30. The student's registration will not be considered complete until the payment plan is confirmed with School Program Coordinator.
4. **CANCELLATIONS:** The Theatre School reserves the right to cancel any class if necessary. Families will be notified as soon as possible by email, phone, and/or text. In the event of class cancellation, the Theatre School reserves the right to decide if a makeup class will be offered.
5. **STUDENT ABSENCES:** Families are responsible for notifying the Program Coordinator of any student absences, ideally at least 24 hours before the next class. Please note that your child's presence is mandatory on April 12-13, April 26-27, and May 3-4, 2025.

5.1 If a student misses more than **5 classes**, the student's family will be notified, and a discussion regarding the student's continuation in Theatre School will take place. The Program Coordinator reserves the right to withdraw the student from Theatre School if necessary, and/or to recast them for a role that will have a lesser impact on the show.

5.2 No makeup classes will be offered for absences for any reason including, but not limited to: illness, scheduling conflicts, vacations, etc. It is advisable to keep your child at home if they are feeling ill or showing symptoms of a cold, etc.

5.3 If a student misses a rehearsal, parents or guardians can contact the School Coordinator to find out what was missed.

6. **INCIDENTS:** If a student is injured during a class or rehearsal, parents and/or guardians will be notified immediately, and an incident report will be completed. This report will be given to the parents and/or guardians, and a copy will remain in our files.
7. **PICK UP/DROP OFF:** We keep the doors of La Troupe du Jour locked at all times for the safety of our audiences and the building. A team member will always be present at the door to let students in. If you arrive more than 15 minutes late, you will need to ring the doorbell and please wait with your child for one of the educators to come and let them inside. Only authorized individuals listed on the registration form will be allowed to pick up the student after classes unless given explicit consent ahead of time to the School Program Coordinator or educator.

At our Theatre School, we aim to maintain a respectful, fun, safe, and educational environment. To ensure that each class and rehearsal runs smoothly, we ask our students to remain respectful towards each other and the educators at all times. Below you will find our CODE OF CONDUCT for Theatre School.

CODE OF CONDUCT

1. **ANTI-HARASSMENT POLICY:** Any physical, emotional, or verbal abuse is not tolerated. Perpetrators will be immediately removed from class and will be supervised by an educator until a parent or guardian arrives to pick up the child.
2. **CONSEQUENCES:** Depending on the severity of the bullying behavior, appropriate disciplinary measures will be applied. This may include warnings, conversations with parents/guardians, sanctions, or, in severe cases, suspension or expulsion.
3. **REPORTING:** If an incident occurs during a class, rehearsal, or performance at the Theatre School, the parents and/or guardians of the affected children will be notified immediately, and a confidential incident report will be completed and sent to the involved parents/guardians. A copy will be kept in our files.