



www.VoiceTheatre.org

219 Avenue B, # 3B, NYC 10009

P.O. Box 353, Bearsville, NY, 12409

Studio: 917 494 6273 Box Office: 845 679 0154

Parent Information Form

Please read both pages and sign at the bottom of page two.

Contact VT if your child will be late or absent; to arrange for last-minute pick-up; in the case of an emergency or if you have any questions or concerns. Shauna can be reached during non-workshop hours on: (845) 679 0154 & during workshop hours on her cell: 917 494 6273.

CHECK-IN/PICK-UP

Parents and caregivers must drop-off work shoppers between **8:45-9:00am in the lobby of the Byrdcliffe Theatre, 380 Upper Byrdcliffe Road, Woodstock, N.Y.** VT staff member will be waiting at the entrance to the school. You **MUST** walk work shoppers to the door and check them in with the staff member. Please be courteous and park your vehicle in an available parking spot; do not park or leave your car running in the driving lane because this could cause delays or accidents (this applies to pick-up procedures).

IMPORTANT: Do **NOT** drop off students before **8:45am**; VT staff will not be available to supervise. If you are running late and will arrive after **9:00am**, please call and leave a message for Shauna. Once you arrive, you **MUST** bring your child to the theater lobby, located in the front of the building. If you know in advance that you will arrive late on any day please call and leave a message for Shauna. Activities will **NOT** be delayed due to late arrivals.

IMPORTANT: You **MUST** pick your child(ren) up by **3:00pm**; The Byrdcliffe Theater will be locked at that time. In an emergency, you **MUST** call and leave a message for Shauna. Additional fees may apply to cover staff time.

If your child will be picked up by anyone other than yourself, or the person named on the release form, you **MUST** provide a note, at the time of check-in, indicating who will be picking up your child(ren). VT will **NOT** release your child(ren) to anyone other than you or the person named on the release form, if you don't provide a note. In the case that you have to arrange for someone else to pick up your child(ren) after the time of check-in, you **MUST** call Shauna as soon as possible and provide his/her name and contact information. They will be required to show I.D. at pick-up in order for your child(ren) to be released. It is your responsibility to make sure anyone that you authorize to pick-up your child(ren) understands the terms and conditions.

LUNCH

Every student **MUST** bring lunch and beverages in a paper bag or lunch box every day. Please label your child(ren)'s lunch and beverages with his/her name. Do not pack any nuts, candy

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sweets, gum or soda. VT cannot guarantee that lunches will be refrigerated so please pack non-perishable food or include an ice pack.

Please include any dietary restrictions or allergies on your child's medical form to ensure their well-being. VT will not purchase any snacks that contain peanuts. If, for any reason, you do not want your child(ren) to accept snacks or beverages provided by VT, please note that on his/her medical form.

Work shoppers **MUST** wear socks, sneakers and comfortable clothing that will allow them to move freely; work shoppers will be on their feet for the majority of the day. For safety reasons, flipflops, short shorts and loose sandals are not allowed.

IMPORTANT: If weather permits, work shoppers may use the outdoor patio during their lunch break so light layers are encouraged to accommodate both indoor and outdoor activities during the course of the day. VT staff **CANNOT** apply sunscreen- please apply to your child in the morning prior to attending for the day.

ABSENCES

If your child is unable to attend please call VT as soon as possible and leave a message for Shauna. If it is a planned absence then let us know one day in advance. We cannot offer full or partial refunds if your child is absent for any sessions. There are no exceptions.

ILLNESS

Please do not send your child to the workshop if he/she is ill. If VT and any of its associates feel that your child is too sick to participate in workshop activities, you will be called to pick him/her up immediately. VT has a mandatory contagious disease policy: a child will be required to remain out of the program until we have a doctor's note on file stating that your child is no longer contagious. Should a medical emergency arise, emergency personnel will be called and you will be contacted immediately.

CULMINATING EVENT

Parents will be invited to attend a culminating event July 22nd at 6:00pm. More details will be announced.

REFUND POLICY

As stated on the payment form: Payment must be made in full in order to register your child or children; deposits will not be accepted. Refunds for enrollment will be authorized until June 1st 2018. A \$25 administrative fee will be deducted from all refunds. There are no refunds on merchandise or performance tickets. Refunds will **NOT** be authorized after **June 1st 2018**; there are no exceptions.

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CHECK LIST

- * Submitted Registration Form and Payment (by June 30th)
- * Submitted and Signed Permission and Liability Waiver (by June 30th)
- * Submitted and Signed Medical Waiver Form (by June 30th)

I have read the above information and agree to register my child(ren) in the VT Summer Youth Workshop and I agree to follow the above rules and regulations.

Name

Date
