



418 W Short Street Lexington, KY 40507 859.254.4546 lctonstage.org

## THEATRE SCHOOL POLICIES

### ARRIVAL

Students should be brought inside by an adult on the first day. After that, child over 12 may be dropped off at the front door—please no earlier than 15 minutes before classtime. Student’s information form (see below) must be completed and turned in on first day. We will keep a copy on file for one year, so returning students will only need an adult to initial the back to verify that information is still correct.



*EMERGENCY INFORMATION FORM - Please fill out and bring to LCT on the first day of class.*

Child’s name: \_\_\_\_\_

Whom do we contact in case of emergency?

Name	Relationship	Phone
1. _____		
2. _____		
3. _____		

Who is allowed to pick up this child?

Does your child have any allergies?

Does your child take any medications?

Is there anything we should know (i.e. recent events or medical conditions) that would help us to teach your child better?

Lexington Children’s Theatre may take photos of students in Theatre School classes for historical and marketing purposes. Enrollment in class grants LCT permission to take such photos and use them solely for the purpose of promoting LCT programming.

Signature: \_\_\_\_\_

### ATTENDANCE

Please make every effort to attend each class session. If an absence needs to occur, please call LCT at 1-800-928-4545 x 225 as soon as the absence is known.

### HOURS

Please come to pick up your child from the classroom if he/she is under the age of 12. If you are more than 15 minutes late picking up your child, we will charge a late fee of \$5 for every 10 minutes we waited. If you wish to pick your child up early, an authorized adult must come to the classroom to meet your child. Any exceptions to normal pick-up rules (such as child walking to another destination or going home with a friend) must be authorized in writing by parent/guardian.