



**S.T.A.R.S. – Soo Theatre Arts Resource Studio**  
**Fall 2017 – Spring 2018 Registration**  
**32 Weeks**



**PRIVATE LESSONS (Fill out this box if you are signing up for private lessons)**

**1<sup>st</sup> Student Full Name\*** \_\_\_\_\_

If the student is under 18 years of age      Age \_\_\_\_\_      Birthdate \_\_\_\_\_      Gender    M      F

Circle one:      piano                  voice                  harp                  flute                  clarinet  
                  violin                  viola                  cello                  bass                  other: \_\_\_\_\_

Lesson Length:      30 min      45min      60 min

Instructor: \_\_\_\_\_      Days/Times Available: \_\_\_\_\_  
 (Please list several days and times)

**\*Additional students for private lessons may be listed on reverse side of registration.**

**GROUP CLASSES (Fill out this box if you are signing up for a group class)**

**1<sup>st</sup> Student Name** \_\_\_\_\_      Name of class \_\_\_\_\_

**2<sup>nd</sup> Student Name** \_\_\_\_\_      Name of class \_\_\_\_\_

**3<sup>rd</sup> Student Name** \_\_\_\_\_      Name of class \_\_\_\_\_

**Parent/Contact Information: Must be filled out completely**

Parent Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Person responsible for payment of fees \_\_\_\_\_  
(if different than above)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
(if different from above)

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
(in case of emergency and parent contact is not available)

Remarks/Special Needs or Medical Conditions that we should be aware of \_\_\_\_\_  
 \_\_\_\_\_

**Tuition Information**

A \$50 deposit is required with early registration. This deposit saves your preferred lesson day and time with your instructor and also helps us in planning and placing new students. This deposit will be deducted from your first bill in September.

Tuition is based on a 32-week schedule. Tuition can be

- 1) paid in full before the start of your lessons, or
- 2) be divided into thirds with payments being made by the following dates for the 2017-2018 school year:

9/11/17                          11/13/17                          2/26/18

You will be emailed a week prior to each due date as a reminder to stop in the office and make your payment.

You may start lessons at any time during the year, per teacher availability. If you start after the 32-week session has begun, your bill will be pro-rated to reflect the number of weeks left in the 32-week schedule.

Soo Theatre Project, Inc. is a non-profit organization that strives to keep our costs low. In doing so, we rely on the help of parents throughout the year to volunteer for various events. If you are willing to volunteer, please initial here:

\_\_\_\_\_ Yes, I am happy to volunteer

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Private Lessons (fill out if more than one student)**

**2<sup>nd</sup> Student Full Name** \_\_\_\_\_

If the student is under 18 years of age    Age \_\_\_\_\_ Birthdate \_\_\_\_\_    Gender    M    F  
 Circle one:    piano    voice    harp    flute    clarinet  
                 Violin    viola    cello    bass    other: \_\_\_\_\_  
 Lesson Length:    30 min    45min    60 min  
 Instructor: \_\_\_\_\_ Days/Times Available: \_\_\_\_\_

**3<sup>rd</sup> Student Full Name** \_\_\_\_\_

If the student is under 18 years of age    Age \_\_\_\_\_ Birthdate \_\_\_\_\_    Gender    M    F  
 Circle one:    piano    voice    harp    flute    clarinet  
                 Violin    viola    cello    bass    other: \_\_\_\_\_  
 Lesson Length:    30 min    45min    60 min  
 Instructor: \_\_\_\_\_ Days/Times Available: \_\_\_\_\_

**Office Use**

_____	\$50 Registration Deposit Paid	_____	Policies Signed
_____	Credit Card	_____	Lesson Time Assigned
_____	Check #	_____	Emailed Confirmation of lesson time to parent & instructor
_____	Cash (Receipt)	_____	Added to Master Schedule, Instructor's Schedule, & White Board

**Summer 2018**

\_\_\_\_\_ All information on the front of this registration is correct. (Please initial)  
 \_\_\_\_\_ Punch Card Purchased (circle one)                  4 lessons    6 lessons    8 lessons  
 Payment    \_\_\_\_\_ check #/amount    \_\_\_\_\_ credit card    \_\_\_\_\_ cash (receipt)



**Soo Theatre Project/STARS Policies**  
**Fall 2017-Spring 2018**

***ATTENDANCE***

Our teacher’s schedules are demanding and they incur expenses to maintain the schedules they have set. Please be advised that when you register your child for a class or private lesson **you are essentially purchasing that block of time for the 32-week calendar. Lessons missed by the student will not be made up.** If the lesson is canceled by the instructor, a make-up time will be scheduled. If you arrive late to your lesson, the missed portion will not be made up by going past the normal ending time or at a separate time. I.e., arriving late shortens your lesson time.

***INSTRUCTIONAL CONTACT***

Instructional contact is defined as the teacher placing hands on the student for an educational purpose. Unlike purely academic subjects, the performing arts involve the body, its movement and its muscular inter-relationships. The teacher must be able to occasionally make gentle adjustments and corrections in posture, hand and arm position, breath control, embouchure, and so on. Before instructional contact is made, the teacher is to inform the student of the nature of the contact and obtain the student’s permission. By signing this form, the parent or guardian indicates his or her understanding of instructional contact as frequently necessary for progress and improvement in the performing arts subject.

***PHOTO & VIDEO***

Photos and videos are used in promotional material including, but not limited to: The Soo Theatre website, facebook page, local newspapers, and displays. Please indicate your preference by initialing below:

\_\_\_\_\_ Yes - I grant STP & STARS permission                      \_\_\_\_\_ No - I do not grant STP & STARS permission

***STUDENT ILLNESS***

If student is ill, please do not bring him/her to group classes or individual lessons. If your child misses school because of illness, then he/she should not attend lessons or classes. Please call the **Soo Theatre Office at (906) 632-1930** before **10:00 AM the day of the lesson to inform us of your student’s absence. If no one is available, please leave a message with the students name and instructor’s name. The opportunity to make-up lessons due to illness or other extenuating circumstances will be at the discretion of the individual instructor.**

***SEVERE WEATHER***

In the event of snow days and other cancellations, the Soo Theatre Project follows the closings of the Sault Area Schools. These closings will be announced on the Soo Theatre Project, Inc. facebook page and parents will be notified via e-mail. If severe weather is sudden, causing the theatre to close, the theatre will leave a message on the Soo Theatre office answering machine and an e-mail will be sent to the e-mail address we have on file for each student notifying the parent/student of the theatre's closing. Snow days will either be made up at the instructor’s convenience, or may be credited at the end of the semester.

***MAKE-UP WEEK:***

These dates are set aside for make-ups. Because there is only one week for make-up lessons at the end of the spring semester, if arrangements for a make-up have not been made before or during this week, you may not be able to make-up all lessons that were missed. Make-up lessons will not be carried over into the next session.<sup>2</sup>

***PAYMENTS***

All Payment must be kept current throughout the fall and spring semester. Failure to do so may result in lessons being suspended until the account has been reconciled.

- **Private lessons** are based on a 32-week calendar to coincide with the school calendar. When you sign up for lessons, it is assumed you are signing up for the 32-week session. To help accommodate with reasonable payment size, this will be broken into 3 bills throughout the year (Sept 11, 2017, Nov 13, 2017, & Feb 28, 2018). You will be emailed a reminder a week prior to the due date to stop in and make payment on your account.
- **Group classes** (usually 10-weeks) are billed as a one-time fee to be paid by the first day of the class. Group classes are not pro-rated for any reason. If a student starts late or drops the class early, no portion of the tuition will be pro-rated or refunded.
- **Orchestra/Choir/Other Semester Long Classes** can be billed in thirds with private lesson bills. If a student is NOT taking private lessons, these semester long classes can be billed by the semester, the first week of September and the second week of January.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_