

# Harmony

youth theater

[www.harmonyyouththeater.com](http://www.harmonyyouththeater.com)  
[admin@harmonyyouththeater.com](mailto:admin@harmonyyouththeater.com)  
1001 N Douglas Ave  
Arlington Heights, IL 60004  
847-749-2050

## **Studio Policies**

### Attendance Policy

It is important for actors to maintain consistent attendance in order to support all members of the ensemble. When an actor is absent, it affects the entire team. We understand that absences may arise due to illness or unforeseen circumstances. Please note however, that if a child is consistently absent, he/she may be removed from songs/scenes to keep the integrity of the ensemble that has been present at rehearsals. Due to our short rehearsal process, make up classes will not be offered nor will refunds for those missed classes.

### Photographs and Video

Pictures and/or video may be taken by Harmony Youth Theater while at rehearsals or performances. These photos/videos may be used for promotional purposes. Actor names and/or identifying information will not be used. If you do not wish to have your actor's photo/video used, please contact us in writing.

### Inclement weather and cancellations

The safety of our students, parents and faculty is very important to us. In the case of inclement weather we will follow the closing policies of District 25 and District 214. We will email by 2pm if rehearsal is canceled due to inclement weather. No refunds will be given for classes canceled due to weather. However, every attempt will be made to make up the classes missed due to unforeseen weather circumstances.

### Payment Policies

We accept cash and checks (made out to Harmony Youth Theater.) There will be a \$35 fee for returned checks. Each class fee must be paid in full when registering your child. If you wish to withdraw your child from a class/show, you must do so before the second class/rehearsal in order to receive a refund. A cancellation fee of \$50 will be deducted from your refund. After the second rehearsal/class all full fees are payable with no refunds or credits given. Please note, due to the length of our summer show camps, you must withdraw before the first class in order to receive a partial refund.

### Pick Up Policies

We will not dismiss any child below grade 5 without a parent/guardian present. Please pick up your actor at the end of rehearsal. If excessive lateness occurs (more

than 10 min three or more times) your child will be removed from the show with no refunds given.

### Cell phone Policy

Harmony staff will not monitor apps, games, videos etc. on cell phones. All non medical electronic devices should be turned off during rehearsals. Use on church property before and after rehearsals should be limited to parental communication. If a student needs to contact a parent during rehearsals, they should notify a teacher first.

### Scholarship opportunities

Our goal at Harmony Youth Theater is to make the arts accessible to all community members. If you are not able to afford a class/show, please fill out the scholarship form and submit using mail or email at least 4 weeks prior to the start of class to allow time for review and disposition. Please submit scholarship requests to Harmony Youth Theater, 1001 N Douglas Ave. Arlington Heights, IL 60004.  
[admin@harmonyouththeater.com](mailto:admin@harmonyouththeater.com)