

# registration form Please complete one (1) form per student and print clearly.

## STUDENT INFORMATION

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address \_\_\_\_\_ Gender \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 2011 - 2012 School \_\_\_\_\_ Grade \_\_\_\_\_  
 Allergies or other medical impairments and/or learning difficulties: \_\_\_\_\_  
 \_\_\_\_\_

Please check box(es) of racial or ethnic identity/ies of child.

White  Black  Hispanic  Asian  Native American  Indian  Other

Have you been a student at RLT before? \_\_\_\_\_

How did you discover RLT's Youth Education Program? \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

**YES!** Please add my E-mail address to the **RLT Fanfare Email List** to receive advance information about upcoming performances, events and classes.  **YES!** Please add my E-mail address to the **RLT Fanfare Email List** to receive advance information about upcoming performances, events and classes.

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Persons authorized to pick up student \_\_\_\_\_

**THE UNDERSIGNED** gives Raleigh Little Theatre permission to use his/her child's name and/or photograph for public relations and marketing purposes.

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

NAME OF CLASS	SESSION #	DAY OF WEEK	FEE
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____

Donation to RLT Youth Program Scholarship Fund: \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED:** \$ \_\_\_\_\_

## PAYMENT INFORMATION Note: Class Fees must accompany this Registration Form. No refunds after the first class of a session.

Enclosed is my check payable to Raleigh Little Theatre

Please charge my credit card:  MasterCard  Visa  American Express  Discover

Name as is appears on card \_\_\_\_\_

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

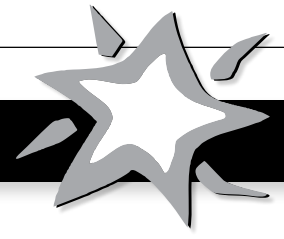
Signature \_\_\_\_\_ V-code \_\_\_\_\_

*Please send your registration form and payment to: RLT Education Program, 301 Pogue Street, Raleigh NC 27607  
 Or, if paying by credit card, you may also fax or email this registration form.*



Business Office 919-821-4579  
 Box Office 919-821-3111  
 Fax 919-821-7961  
 raleighlittletheatre.org

## registration information



### PLEASE READ BEFORE REGISTERING AND KEEP FOR FUTURE REFERENCE.

We recommend students sign up for all four sessions when registering in the fall. Enrollment is limited and classes fill quickly.

### REGISTRATION FORM

The registration forms in this booklet may only be used for classes offered at Raleigh Little Theatre. If you need additional forms, you may download them from our website. Forms are processed in the order they are received. You will receive a confirmation of all classes in which your child is accepted. **Only one form per child is needed for the 2011-2012 school year.** Once your child's form is on file, you may simply call or email Kathleen Rudolph to add additional classes.

Mail your completed registration form with fees to:

**RLT Education Program  
301 Pogue Street  
Raleigh, NC 27607**

If paying by credit card, you may fax or email your registration form. Forms may also be hand delivered to the RLT Business Office, Monday - Friday from 10am - 5pm.

You must contact the Apex Halle Cultural Arts Center directly at 919-249-1120 to register for Apex classes.

### CLASS FEES

Class fees must accompany the registration form. If you register for more than one session of the SAME class, you may pay for all the sessions at once or just the first one. Payment for later sessions is due by the date listed on your confirmation notice. If you have not paid by that date, RLT has the right to remove your child's name from the roster. Fees for performance classes are not due until your child has been accepted into the class.

**Note:** Refunds will be made **if the student officially withdraws 4 days before the start of a class.** To officially withdraw call Kathleen Rudolph.

There is a \$10 returned check fee for insufficient funds.

### MAKE A TAX-DEDUCTIBLE DONATION TO RLT'S SCHOLARSHIP FUND!

Raleigh Little Theatre is proud of the fact that we have never turned a child away from taking a theatre class due to an inability to pay. Please help us continue this tradition by including a tax deductible donation with your tuition check. Any amount you give will be greatly appreciated. Simply indicate the amount in the space provided on the registration form. Thank you for supporting the RLT Education Program. RLT is a non-profit 501(C)(3) corporation. Our Federal Tax ID # is 56-0662726.

### ATTENDANCE POLICY

We expect students to attend class regularly and on time. Since much of the class work is focused on building an ensemble, it is imperative that all the team members be present. If a student must miss a class, **please call the Absence Hotline at 919-821-4579, ext. 329.**

### LATE PICK-UP POLICY

Students must be picked up promptly at the end of class. There is a 5-minute grace period after each class. Because we value our instructors' time, students picked up after the 5-minute grace period will be charged a \$5.00 per 5-minute fee, billed to the student's parents or guardians. No students under the age of 18 may be left unattended on RLT property.

### OPEN CLASSROOMS

"Open Classrooms" are informal presentations of the materials learned by students during a session. Held on the last day of class, parents, friends and family are invited to attend. Information will be sent home prior to each Open Classroom.

### CLASS SCHEDULES

Raleigh Little Theatre does not always follow the Wake County Public School System schedule. Classes may meet on certain days that your child has off from school. Please reference this brochure.

### INCLEMENT WEATHER

In the event of inclement weather, please call the theatre or check our website to find out whether or not classes have been cancelled. Since our classes are usually in the afternoon, schools may have to cancel while we do not. In the event classes are cancelled, RLT will schedule make-up classes as quickly as possible.

### SCHOLARSHIPS

We have partial scholarships for all classes taught at the RLT location and are funded by:

**RLT General Scholarship Fund** - donations from individuals and organizations.

**Rene Irene Stratas Scholarship Fund** - established by Nicholas Andrew Stratas Jr. in loving memory of his mother.

**Teaching Assistant Scholarships** - Students age 13-18 may become Teaching Assistants and receive a tuition waiver equal to the value of the class in which they are assisting. (*see pg. 8*)

For more information about scholarships contact Kathleen Rudolph.

### ASSISTANCE

Need help deciding which classes are appropriate for your interested child? Call Linda O'Day Young or Kathleen Rudolph and they will be happy to answer your questions.

### LINDA O'DAY YOUNG

**Youth Theatre and  
Education Director**  
919-821-4579 x235  
linda@raleighlittletheatre.org

### KATHLEEN RUDOLPH

**Associate Education Director**  
919-821-4579 x225  
kathleen@raleighlittletheatre.org



**Raleigh  
Little  
Theatre**

Business Office 919-821-4579  
Box Office 919-821-3111  
Fax 919-821-7961  
raleighlittletheatre.org