

# 2016 SUMMER REGISTRATION POLICIES

## 4 WAYS TO REGISTER

**ONLINE:** [www.imaginationstage.org](http://www.imaginationstage.org)

**MAIL:** 4908 Auburn Avenue, Bethesda, MD 20814

**PHONE:** 301-280-1660 / **FAX:** 301-718-8803

**IN PERSON:** Complete paper registration form at the front desk.

**REGISTRATION CONFIRMATION/RECEIPT** Students are registered upon receipt of registration form and payment in full.

Confirmations of registrations are sent when a valid email address is provided. To receive written confirmation of enrollment or a receipt for a class, email the registrar at [registration@imaginationstage.org](mailto:registration@imaginationstage.org).

**REGISTRATION DATES/REFUNDS/PAYMENT PLANS** All Summer Camps and classes are open for general registration starting January 6, 2016. A complete registration form and payment in full are required. General Registration Refunds: Your full payment will be refunded when a camp or class is already full or cancelled due to low enrollment. If the scheduled time or location of a camp or class is changed after payment has been received, a full refund will be issued upon written request. Otherwise requests for refunds for three and four-week camps must be made in writing prior to May 1, 2016. Requests for refunds for one and two-week camps must be made four weeks before the start of the camp. If these processes are followed, the tuition will be refunded less a 15% administration fee. Payment Plans: Arrangements can be made to split a family's total camp tuitions of \$450 or more. Both payments must be made by credit card. The first payment (50% of the total tuition) is due at the time of registration. The second payment (50% of the total tuition) must be made by April 1, 2016. To set up a payment plan, contact the registrar at [registration@imaginationstage.org](mailto:registration@imaginationstage.org).

**RETURNED CHECKS** There will be a \$30 fee for any checks returned by the bank.

**DISCOUNTS:** One discount is allowed per registration. Discounts vary by camp. Please refer to your camp's page for details. Early Bird Discount: Students whose registrations are received by January 31 may receive a 5% discount off their tuition for any available camp. Discount amount varies by camp. Please see your camp description page details. Lerner Family Theatre Discount: Subscribers to the Lerner Family Theatre Season receive 5% off each camp. Friends Circle Members: Current donors to the Friends Circle receive a 5% discount off their tuition.

**SCHOLARSHIPS** Full and partial scholarships are available and awarded on the basis of financial need. Please contact Krystle Seit at [kseit@imaginationstage.org](mailto:kseit@imaginationstage.org) or 301-280-1663 to receive an application. All applications must be received by April 25, 2016.

**SUBSTITUTIONS** Imagination Stage reserves the right to make faculty or programming substitutions.

**ATTENDANCE/MAKE-UPS** Imagination Stage does not guarantee that camps cancelled due to circumstances beyond our control (i.e. weather, power outage) will be made up; no refunds will be issued. We do not offer make-up camps due to a child's inability to attend.

**LATE PICK-UP** Parents/guardians will be assessed a \$10 charge if a child is picked up more than 15 minutes after class/camp ends, and an additional \$1 per minute thereafter. Please pick up your child on time.

**HOLIDAYS and INCLEMENT WEATHER** On Monday, July 4, Imagination Stage is closed—no camps, classes, or workshops are scheduled on this day. In case of inclement weather Imagination Stage may be closed if Federal Government offices are closed. On days in question, please call 301-781-9521 for up-to-date information on closings and delays

**CODE OF CONDUCT** In order to provide students with a safe and supportive environment, Imagination Stage does not tolerate any form of physical or verbal abuse, vandalism, or the use of any and all illegal substances. Any behaviors found in violation of this policy will be addressed and the student may be asked to leave camp, and no refunds will be issued.

**SIBLINGS/GUESTS** In order to provide a safe environment for your child, we ask that siblings and guests not accompany students to camp.

**PHOTOGRAPHY AND VIDEOGRAPHY** Imagination Stage and hired photographers reserve the right to use photos and videos taken in camps, classes, and performances for promotional use (via print or the web) and archival purposes only. We regret that the taking of photographs, videotaping, and the use of recording devices is not permitted during performances of copyrighted material. Videotaping or the taking of photographs may take place during designated rehearsals and is left to the discretion of the camp manager and the director. Written notice of any designated rehearsal will be given by the camp manager. However, such video tapes and photographs must be for personal use only and may not be sold, reproduced, or distributed.

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**ACCESSIBILITY AND INCLUSION:** Imagination Stage is deeply committed to serving children of all abilities and endeavors to create an inclusive and welcoming environment for all students. During the Summer, we offer inclusive settings in all our camps, and our staff works closely with students and their families to identify and provide the best match and experience for each student. We encourage parents to contact a member of our Access staff prior to enrollment (preferably at least two weeks before the start of camp) to discuss reasonable and respectful accommodations and supports strategies to ensure a successful experience at Imagination Stage. In the rare case that a child is a direct threat to the safety of themselves or others, IStage may withdraw the student and refund any prorated tuition.

**LIABILITY** Imagination Stage is not liable for the well being and safety of children who are around any of our facilities before a program begins or after a program ends.

**RELEASE AGREEMENT** By registering your student you agree to the following: Although every effort is made to provide a safe environment, I recognize there is always a risk of accident. By submitting a registration, I agree to be responsible for any medical bills incurred resulting from illness or injury during my student's participation at Imagination Stage. Students are expected to carry their own accident and medical insurance. I release Imagination Stage from any and all liability and/or claims or damages arising out of personal injury of any kind. If necessary, I authorize Imagination Stage to administer first aid and/or authorize medical treatment for my student.

**REGISTRAR CONTACT** [registration@imaginationstage.org](mailto:registration@imaginationstage.org) / 301-280-1636