



## Class Act Productions

### School of Musical Theater Policies

1. Class tuition varies and is listed with each class description.
2. Students are placed in class based on grades in school and experience. Instructors may evaluate a student's ability and determine the appropriate class level.
3. The minimum class level for regular classes is 5 students. For Musical Production classes the minimum class level is 10 students or the number of students necessary to have a successful production.
4. Please be prompt in picking up students. Students should remain in the lobby and not wait outside. We are not responsible for children once they leave the building. Adult supervision ends when the class is over.
5. Class Act is not responsible for lost items. It is recommended that students do not bring valuables to class.
6. No gum, candy, toys, food, cell phones, or beverages (other than water) are allowed in the classroom.
7. Please bring a water bottle to class if you feel you will need water. There will be limited permission to leave class to get a drink.
8. Students should use the restroom before class. There will be limited permission to leave class to use the restroom.
9. Students are not allowed to be in classrooms without staff supervision.
10. Attendance is taken at every class. If your child will not be able to attend his or her scheduled class, please contact the studio office in advance. No tuition adjustments are made for missed classes. In the event a student needs to withdraw from a class before the end of the session, you must contact the SMT Director by email.
11. While we want all participants to enjoy themselves during class time, should a student be disruptive or disrespectful, that student will be asked to leave. This is to ensure that students and instructors derive maximum benefit from the classroom experience.
12. Class Act reserves the right to cancel a class if there is insufficient enrollment and will issue a full refund should this occur. If Class Act cancels an individual class time, a makeup class will be scheduled. SMT classes follow the weather closings as set by Conroe ISD. Check our website home page or call the Class Act number for information. Notices are posted on the website by 1:00 PM on class day.
13. Private lessons are available for acting, voice and dance. Private lessons are scheduled by the individual teachers. For assistance in finding a teacher, contact [keith@classactproductions.org](mailto:keith@classactproductions.org)
14. Visitors are not allowed in the classroom. Students feel more confident making creative choices without an audience. If a parent has a specific concern call or email the SMT Director to arrange a class observation.
15. If you have any questions, please contact [smtdirector@classactproductions.org](mailto:smtdirector@classactproductions.org).