



2022 Enrollment For Susan Collins/Black Box Production Co.

The following forms must be **completed and returned to blackboxproductionco@gmail.com by November 2nd, 2022**, to assure enrollment. This enrollment packet will NOT be accepted unless all required information is included. **Limited Space is available****

Student Information:

Legal Name: _____

Date of Birth: _____

Address: _____

Parent/Guardian Information:

Name: _____

Address (if different from student): _____

Email Address: _____

Phone Number: _____

Class Schedule: (Please circle the class your child would like to attend)

- **2th&3rd Grade Students | Mondays 5 - 6 pm(Classes begin Nov 7th)**
- **4th&5th Grade Students | Mondays 6:30-7:30 pm (Classes begin Nov 7th)**
- **Jr. High Grade Students | Tuesdays 5 - 6 pm(Classes begin Nov 8th)**
-
- **High School Students | Tuesdays 6:30-7:30pm(Classes begin Nov 8th)**

Tuition Fee:

The monthly fee for the class is \$55.00. Payment for the month is due at the first class of each month. Cash is acceptable or you may pay electronically with [PayPal](#).



Code of Conduct: Please sign at bottom and return

- *Prospective students/guardians are encouraged to reach out to our acting coach directly and ask any questions you feel need answered. Communication is important to us and highly encouraged.*
- **Susan Collins/Black Box Production Co** believes in giving all students access to the acting coach of the organization to help to create a more level playing field.
- *All class policies will be clearly spelled out ahead of time. These policies concern what is expected of both the student and the teacher. They encompass financial obligations, general class behavior, and professionalism. Adherence to these policies is expected of the student **and** the teacher/staff of the organization.*
- **The studio shall not prohibit the students from socializing with, working with, or learning from other studios.** Students, if they wish, should be allowed to take classes elsewhere simultaneously.
- No inappropriate or deeply uncomfortable work will be permitted. If anyone feels unsafe, they should be free to decline working on the scene, and not be punished for that.
- **If a student is having financial problems**, it is the expectation of the parent/guardian to communicate with our acting coach.
- **Susan Collins/Black Box Production Co. has a zero-tolerance bullying policy, and inappropriate behavior will not be tolerated. Such behavior is unacceptable and will result in dismissal from the class.**
- **Anyone in a class who observes genuine abuse** (verbal, physical, financial, or sexual) should report it to the instructor, whether it happened to them or whether they were a witness to it.
- **The student also has an obligation to** be truthful in all charges of any abuse. Each side must be honest and judicious when raising or responding to any charges either in person, or on social media.

I understand the expectations and will adhere to the Code of Conduct: Please Sign here:



Attendance:

Students will be expected to come to class on the days they are registered. Regular attendance is best for your child and is vital for their adjustment and experience. Please consult our yearly calendar and try to arrange your vacation time when the children are not in class. Students should arrive on time for their class so they can fully participate in the planned activities. Late arrivals can be distracting to other students and to the staff.

Absence:

Please call Susan at (818) 400-6818 **before** the scheduled class time if your student will not be attending class that day.

Drop Off and Pick Up:

Classes are being held in the the Grand Theater@ 312 S Main St, Hillsboro, IL 62049

Please be prompt when picking up your children. We will require you to sign them in and out so that no child leaves unnoticed.

Emergency Contact Information:

Name: _____

Relationship: _____

Current Address: _____

Cell Phone: _____

Alternate Phone: _____

Does your child have any health problems we should be aware of? Yes/No if Yes please explain:



Media Release

I grant permission to **Susan Collins/Black Box Production Co.**, its agents, and employees the irrevocable and unrestricted right to reproduce the photographs, video, or audio taken of me or members of my family, for the purpose of publication, promotion, illustrations, advertising, or trade, in any manner or in any medium. I hereby release **Susan Collins/Black Box Production Co.** and its legal representation for all claims and liability relating to said images and video.

Furthermore, I grant permission to use my statements that were given during an interview, audition, or performance, with or without my name, for the purpose of advertising and publicity without restriction. I waive my rights to any compensation.

I acknowledge that I am:

- Over 18
- The legal guardian of the following:

Please print the name of the student and sign below

Name: _____

Signature: _____

Date: _____

Email Address: _____



Calendar

2nd/ 3rd & 4th/5th grade Monday night classes

November

7th

14th

21st

28th

December

5th

12th

19th

January

2nd

9th

16th

23rd

30th

February

6th

13th

20th

27th

SHOWCASE: March 5th (time TBD)



Calendar for

Jr. High & High School Tuesday night classes

November

8th

15th

22nd

29th

December

6th

13th

20th

January

3rd

10th

17th

24th

31st

February

7th

14th

21th

28th

SHOWCASE: March 5th (time TBD)