

SCHOOL POLICIES & PROCEDURES

MEMBERSHIP

Enrollment

The enrollment numbers for each class vary according to grade. Grades K-5 are combined classes with maximum capacity of 28 children for each class — K/1, 2/3, and 4/5. In these combination classes a 14 student maximum is in place for each grade — 7 boys and 7 girls. Grades 6, 7, and 8 have a maximum capacity of 24 children each — 12 boys and 12 girls for each grade. The 9/10th grade Tech/Stagecraft class is open to 9/10th graders who are either an alumni of RCT or siblings.

Contacting Prospective Members: Waiting List Policies

Prospective members of RCT may indicate their interest by signing up on the RCT waiting list. The waiting list is available for prospective members ONLY during each production, in the lobby before/after a play and during intermission. A child's parent must visit the membership booth and complete a waiting list form and have the form verified and accepted by a member of the Membership Committee. All children MUST be delivered with a birth date to be put on the waiting list as a baby.

Classes are normally filled in the months of July and August for the ensuing year. Any vacancies that occur after the fall session has begun are filled in December for class resumption in January. Prospective members are contacted from the waiting list that is compiled and kept by the Membership Vice-President. The waiting list is comprised of three sections: priority, sibling, and general. The general waiting list is restricted to 35 children per grade and gender.

The priority list, which began September 1995, contains the names of children who have been on the general list for five years or more (beginning with the year the waiting child entered Kindergarten). The sibling list contains the name of brothers and sisters of current RCT members who are also interested in joining. The sibling list is ONLY compiled in September. The general waiting list contains the names of any persons who expressed an interest in becoming a member of RCT.

Orientation

All vacancies are filled from the top of the waiting list in this order: priority, sibling and general. After current RCT members have pre-registered has ended (April 1st), the Membership Vice-President will contact the families of prospective members for an invitation to an RCT orientation session. Orientation is mandatory, and only those families who attend orientation will be eligible to join RCT.

Deferment

Prospective members who choose to defer enrollment may remain on the waiting list and keep their same place for one year. If the prospective member declines a second time, that person will be removed from the waiting list. The same policy applies to siblings; however, the sibling will be placed on the general waiting list rather than dropped from the list permanently.

Reinstatement

There are no policies for reinstatement or leave of absence. Once removed from membership in RCT for whatever reason, if a child wishes to re-enroll, then he/she will be placed back on the general waiting list *if the list is open*. The same policy applies to siblings. *The sibling list may only be used once to enter RCT.*

TUITION

The tuition rate for 2004-2005 is \$325.00 per child. If a family has more than one child enrolled, the tuition fee structure is as follows: \$325 – 1st child; \$300 -2nd child; \$275 for each child thereafter.

An enrollment deposit of \$50 per child is collected from each member at the time of pre-registration and from each new member upon initial registration. The tuition payment plan is detailed on the Financial Responsibility Agreement that each member submits to the Membership VP upon registration. The tuition balance is due no later than August 1st. Members are given a copy of their

signed Financial Responsibility Agreement. All tuition must be paid in full in order to participate in the fall production. There are no exceptions.

Once a child has been registered for RCT, the tuition is NON-REFUNDABLE for any reason. Non-payment of tuition or failure to keep payments current may result in suspension or dismissal from RCT.

ATTENDANCE

Each child is allowed a maximum of five (5) absences a year for any reason. No absence is excused, each absence counts. Upon the sixth (6th) absence, the child will be dropped from membership in RCT. There is no reinstatement policy. If a child wishes to re-enroll, they may be placed on the general waiting list, if open. For extreme situations, highly exceptional cases may be presented for the board of directors to review. 3 tardies equal 1 absence. A student must attend minimum of 1-½ hours of class in order to receive a tardy.

SCHOOL RULES

1. Students will actively participate in class/music.
2. Students will remain with their teachers in class at all times.
3. Students will follow the direction of their teachers, be attentive in class, and work quietly unless otherwise directed.
4. Students will speak with courtesy to all teachers, personnel, adults, and fellow students.

SAFETY

No child is allowed to roam freely during Saturday class. All children, regardless of age, are escorted by an adult supervisor between rooms and to the bathroom or drinking fountain and back. You may not drop your child off from your car at class unless an RCT adult is present to supervise or escort your child to class. No child, *regardless of age*, will be released from class unless the parent (or other responsible adult *known* to RCT) is present to pick up the child. No child, *regardless of age*, will be released to an unknown adult or to a parent waiting in the parking lot. **You must leave your car and personally pick-up your child.**

DISCIPLINE

All children learn better in a well-disciplined, secure and happy environment. With that goal in mind, RCT has a three (3) referral discipline system. Any child or family who receives a cumulative total of three referrals for any reason (disrespect, gum, eating, talking after being warned not to, abuse of facilities, or any type of disruption) shall be suspended and/or dismissed from Riverside Children's Theatre. Any type of abuse or physical violence (i.e., hitting, shoving, pushing, etc.) can result in automatic dismissal from RCT.

We expect our children and parents to be respectful toward their instructors, fellow students, fellow parents, board members and parent supervisors. No food, drink or gum is allowed in any building or during class. Finally, it is very important that all children take special care of the facilities. We are guest in the classrooms we use. No child shall tamper with any classroom supplies or equipment.

Any child or family who receives a cumulative total of three referrals may be suspended and/or dismissed from RCT. Referrals for children may be given for:

- Eating or gum chewing
- Talking without permission
- Disrespect
- Any similar types of disruptions.
- Abuse of facilities
- Any similar types of disruptions.

Any family member may also receive a family referral for:

- Missing a scheduled supervision.
- Allowing a child to walk in or around unattended.
- Verbally inappropriate or confrontational behavior.
- Approaching directors with problem issues.
- Knowingly manipulating rules.

LATE ARRIVAL / DEPARTURE

Children, who arrive late or depart early, must be signed in or out by a parent with either the child's teacher or the Curriculum VP. In order for a recorded absence to be changed to a tardy, the child must be in attendance at class for a minimum of one and one-half (1 ½) hours. Three (3) tardies are counted as equaling one absence. Parents who are late picking up their child from Saturday class will be charged \$1.00 per minute after a 10-minute grace period. This fine must be paid prior to the child returning to class.

VOLUNTEERS

Parents are needed to assist in supervision of children as their being dropped off for class, during the 10-minute assembly period and in the hallways during class. Other volunteer tasks include the supervision and evaluation of the RCT teaching staff, and coordination of special events such as 8th grade graduation and mall or community performances.

PROBLEMS, COMPLAINTS, COMPLIMENTS, OR CONCERNS

RCT is YOUR organization; it is only as good as the parents who give so generously of their time. However, we are not perfect, and occasionally problems arise. There is a board position whose main responsibility is to be a sounding board for any of the above: problems, complaints, compliments or concerns. Our Parent Liaison is Gwen Williams. You may contact her at any time. As an RCT parent, you are also invited to attend any General Board Meeting. You may also participate in two open forum meetings held each year during Saturday class. We encourage COMPLIMENTS!!

EMERGENCY PHONE NUMBER

The emergency Saturday School phone number is (951) 544-6855. It is operation during the hours of 9:00am to 1:00pm on Saturdays.