



TERMS AND CONDITIONS

By registering your child for Spotlight After-School Program, you agree to the following terms and conditions:

1. Registration & Payment: A \$25 non-refundable deposit is required to hold your student's spot. Full payment is due on the Friday prior to the start of your selected program week. Failure to pay in full by the deadline may result in loss of your student's spot and any available discounts. Registrations are non-transferable. If a student is picked up after 6:40 pm, a \$10 late fee will be applied. Each ten minute increment following this time will incur a further \$10 fee.

2. Refund Policy: Tuition refunds are 50% of the total paid, excluding the deposit. Refunds are only issued for documented illness or a death in the immediate family. In these cases, tuition may also be transferred to a future program week (subject to availability). No refunds or credits are given for missed days, early departures, or late arrivals.

3. Behavior & Conduct: Students are expected to be respectful and cooperative. There is zero tolerance for weapons or physical violence. Any severe incidents may result in immediate dismissal at the discretion of the program director, with no refund being issued in such cases.

4. Health & Safety: Parents/guardians must disclose all allergies, medical needs, or behavioral concerns on the registration forms. In case of illness, please keep your child home. Spotlight After-School Program reserves the right to send home any student who appears ill. Staff will do a temperature check and notify parents of findings. If needed, the student will be temporarily removed from the respective program session and wait with a member of our program's team.

5. Schedule & Curriculum: Program activities may be subject to change due to weather, staff availability, facility needs, age group, interest, and participation.

By signing or submitting your registration, you acknowledge that you have read, understood, and agreed to abide by these terms and conditions.



REFUND POLICY

Spotlight After-School Program understands there are situations that may prevent you from moving forward with your registration. Our aim is to support you should this be the case. Please review our refund and cancellation policy listed below.

A \$25 deposit will be required upon registration. This deposit is non-refundable, but will be put towards the cost of tuition. If the deposit is not received, the spot held in that program will be released until which point the deposit is received.

The full tuition, i.e. what remains to be paid after the \$25 deposit, is due at 5 pm the Friday prior to the start of the chosen program. If payment is not received by this deadline, the student will be withdrawn from the program and may not return unless tuition is paid in full and space remains available.

In cases of a student's illness or an illness or death in the immediate family, we are able to present two options:

- a.** a refund of up to 60% percent of the amount paid
- b.** an application of the tuition to a program in a different week

Please note that refunds will not be granted for missed days or early withdrawal for non-emergency reasons.

The \$25 deposit remains non-refundable in all cases.



DISCIPLINE AND BEHAVIOR POLICY

We're committed to creating a safe, supportive, and fun space where all students can grow artistically and socially. To ensure that every child has a positive experience, we ask families to review and support the following behavior policy:

ZERO TOLERANCE RULES

These actions result in immediate dismissal:

- Bringing any form of weapon
- Physical fighting, threats, or acts of violence
- Bringing any illegal substance or paraphernalia

BEHAVIOR EXPECTATIONS

All students are expected to:

- Be respectful to staff and fellow students
- Follow directions and participate safely
- Use kind language and keep hands to themselves
- Take care of program materials and spaces

BEHAVIOR SUPPORT & CONSEQUENCES

We believe in guiding behavior through communication and clear steps:

1. **Verbal Reminder:** Program staff will redirect the student with a clear, kind explanation.
2. **Private Conversation:** If the behavior continues, the student will meet with staff for a one-on-one discussion.
3. **Parent Contact:** We will call or speak with a parent/guardian to share concerns and partner on a plan.
4. **Written Behavior Notice:** Families will receive written documentation, and the student may be placed on a behavior plan.
5. **Suspension** (1–2 days): If serious behavior persists, the student may be asked to stay home to reflect and reset.
6. **Dismissal from program:** Repeated or severe behavior issues may lead to removal from the program.

OUR COMMITMENT

We believe in reciprocity of respect and we will always strive to:

- Treat students with respect and understanding
- Communicate clearly and involve families
- Maintain a safe, positive program environment

I Do. You Do. We Do.

Questions or concerns? Please reach out to the program Director. We're here to support your child's success!



COVID-19 AND FLU SAFETY POLICY

At Spotlight After-School Program, the health and safety of our students, staff, and families is a top priority. To help prevent the spread of illness and keep our program community healthy, we ask all participants to follow the guidelines below:

If Your Student is Sick:

- Students must stay home if they are experiencing fever, cough, sore throat, chills, vomiting, diarrhea, or fatigue. If a student is required to stay out of school due to illness based on school policy, they may not report to the program that day.
- If a student tests positive for COVID-19 or flu, they must stay home for at least 5 days and may return only when symptoms are improving and they've been fever-free for 24 hours without the use of fever-reducing medication.
- If your student's symptoms do not improve within the program week, the registration fee can be applied toward any age-appropriate program offerings the following week, or to any subsequent age-appropriate Toombstone Productions programs. If unable to attend succeeding program weeks, or if your student was registered for the final week of program, a refund of 50% of the registration fee will be applied;

Exposure to COVID-19 or Flu:

- If your student is exposed but not showing symptoms, they may attend program with a mask for 5 days and should monitor for symptoms.
- If symptoms develop, please keep them home and consult a healthcare provider.

While at program:

- We encourage regular hand washing and hand sanitizer use.
- program spaces and shared materials are cleaned regularly.
- Staff will monitor students for signs of illness and contact families if needed.

Masks:

- Masks are optional unless otherwise noted due to exposure or public health updates.
- We support any student who chooses to wear a mask for their comfort and safety.

Thank you for helping us create a safe, healthy, and fun environment for all students.



ELECTRONIC DEVICE POLICY AND ACKNOWLEDGEMENT FORM

At Spotlight After-School Program, we are committed to creating a focused, collaborative, and creative environment. In order to support this mission, we sincerely ask that students leave all electronic devices at home unless it is absolutely necessary. Please read the policy below:

ELECTRONIC DEVICE POLICY

Cell Phones:

- If a student must bring a phone, it must remain on silent or vibrate and stored in a clear, labeled zip-lock bag.
- Phones may only be used during designated break times with staff permission.
- Phones will not be allowed in workshops, rehearsals, or performances.

Gaming Devices, Tablets, iPads, and Laptops:

- These devices are not permitted at program, except when required for use to complete any assigned homework.

Spotlight After-School Program and its staff are not responsible for any lost, stolen, or damaged devices.

ACKNOWLEDGMENT OF POLICY

I have read and understand the Electronic Device Policy for Spotlight After-School Program. I agree to abide by the rules set forth and acknowledge that Spotlight After-School Program is not liable for the loss, theft, or damage of any device brought to program, excluding instances where there was intentional damage caused by a staff member and or lost phones due to staff member negligence.

Student Name

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Thank you for helping us keep our program a space of creativity and connection!



MEDIA RELEASE

This Media Release form (the “Form”) is effective January 1, 2025 by _____
(Parent/Guardian) and Toombstone Productions, who acknowledge and agree to the terms below.

Video, audio, and/or photos of all programming and events will be documented at various times during the program, Most events are recorded/documented to retain for archival purposes and marketing materials as deemed necessary by Toombstone Productions.

I, _____ grant permission to Toombstone Productions, to use my child’s image (photographs and/or video) in media publications including, but not limited to: promotional and archival videos, program marketing materials, recruiting brochures, newsletters, articles, web pages, and any other publications as deemed necessary by Toombstone Productions.

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them and I waive any right to royalties or other compensation arising from or related to the use of the image.

Toombstone Productions will maintain control and ownership of all materials reproduced and will ensure that it is used for no commercial purposes whatsoever. No person affiliated with the program shall receive compensation for the use of any video and/or photo. I further agree to indemnify and hold Toombstone Productions staff harmless from any and all claims, which are brought by or on behalf of the student/participant and those who are in any way connected with the student/participant from the use of the aforementioned materials.

IN WITNESS WHEREOF, the Parent/Guardian executes this form by signing below.

Student Name

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Phone Number

Email Address



WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

In consideration for participation with any Toombstone Productions volunteer activities, internships, apprenticeships, contracted employment, educational programming, and or performances, I _____ (Parent/Guardian) voluntarily release, waive, discharge and relinquish any claims actions or causes of action for loss, personal injury, property damage or wrongful death that may arise in connection with any Toombstone Productions related program or activity.

- ☐ 1. I understand that I release all responsibility from Toombstone Productions and their respective employees, staff, board members, and affiliates for damages sustained while participating in any activity conducted both on and off the premises.
- ☐ 2. I understand the potential dangers, hazards, and/or risks, directly and/or indirectly inherent in participating in this activity.
- ☐ 3. I understand the inherent dangers involved in any travel and utilizing transportation and other roadways. I accept transportation and provide services through transportation with the full knowledge and understanding of these risks.
- ☐ 4. I understand that I, my family, heirs, administrators or executors release, waive, and discharge any action which may hereafter arise; and agree that we (family, heirs, administrators, or executors) will not make any claim for personal injury or property damage against Toombstone Productions; against employees, staff, or administrators of the same; or any agents hired or volunteer acting on behalf of or for Toombstone Productions.
- ☐ 5. I understand that in signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, and understand it and sign it voluntarily as my own free act and deed; no oral interpretations, statements, inducements, apart from the foregoing written agreement, have been made.
- ☐ 6. I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same on behalf of my minor child as a program participant.
- ☐ 7. I voluntarily assume full responsibility for any risk of personal injury, including death, that may be sustained by my child, or any loss or damage to property owned by me/my child, as a result of being engaged in such an activity, whether caused by negligence of releases or otherwise.



WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

- ☐ 8. I understand that Toombstone Productions do not maintain any insurance policy covering any circumstance arising from my child's participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my personal insurance portfolio.
- ☐ 9. I understand that this document is voided if any employee, staff, volunteer, board member and affiliate of Toombstone Productions knowingly, maliciously, and intentionally inflicts harm either to my person and or personal property as a result of participating in an activity or performance.

Student Name

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Phone Number

Email Address