

Children's Theatre Institute

Registration, Refund & Dismissal Policies

How to Register

You may register for camp at any time, year round. To register, simply download a registration form on our website, filling out the information requested, include payment and use one of the following ways to send us your information.

1. In person – 7435 N. Keystone Avenue Indianapolis
2. Email: james@indycti.org
2. Mail – 7435 N. Keystone Avenue Indianapolis Indiana 46240 attention: James Leagre
3. Fax – (317) 251-5100

Canceled Registration

If you wish to cancel registration for camp, you must notify us immediately in writing. Until written confirmation is received, we will continue to hold your reservation. All cancellations will be acknowledged. A refund of 100 percent of the registration fee (less a \$15 processing fee) will be made if CTI is notified before the refund deadline. The refund deadline for each week of camp is 30 days prior to the first day of the camp week your child is attending. **No refunds will be made after the refund deadline.**

If your child is unable to attend camp due to accident, injury, or illness prior to the first day of camp, you will be given the option to reschedule your child for another week of camp or issued a refund, provided your request is accompanied by a doctor's note.

If after the first day of camp your child becomes injured or ill, you will have an option of rescheduling your child for another camp week or receiving a refund. Requests must be in writing and accompanied by a doctor's note. Refund will be less \$40 a day for each day your child did attend camp and less a \$15 processing fee.

Expulsion Policy

It is our policy to provide a safe and nurturing environment for *all* campers. **If a camper puts his/her own or another's safety in jeopardy or *threatens* that safety, as determined by the Children's Theatre staff, he or she will be immediately dismissed from the program, and from all remaining programs he or she has signed up for, without refund.**

If your child respects the law, CTI and Junior Achievement property, and the rights and property of other campers and staff, everyone will have a great camp experience. Behavior problems will be dealt with in the following "three strikes, you're out" manner:

1. Camper will be temporary removed from camp activity. Camper will be notified of future consequences if poor behavior continues.
2. Parent/guardian of camper will be notified.
3. Camper will be removed from camp for the balance of the week, without refund.

Fighting, swearing, harassment of other campers, and destruction of property are not part of a fun camp experience, so please advise your children against this behavior. If any problem arises that you wish to discuss, please feel free to contact James Leagre at any time.

For questions or concerns regarding our policies please contact the CTI at (317) 251-5100 ext. 501 or email: james@jaindy.org.

Last Updated: May 2009