



FAQ & POLICIES

- **INSTRUCTORS:** All Coterie Teaching Artists are theatre professionals and experienced theatre teachers under the direction of Jeff Church, Producing Artistic Director, and Amanda Kibler, Education Director. Many instructors have extensive professional acting credits; others work professionally as directors, choreographers, designers, or in other aspects of theatre. If you would like more information about any teacher, view their bios on our website, or give us a call at (816) 474-2230.
- **CLASS SIZE:** We strive to keep classes small enough that all students are able to participate and learn. Most kindergarten through 4th grade classes have one teacher for every 10 students. Most classes for grades 5 through 12 have one teacher for every 12 students.
- **DISCOUNTS:** A 10% Sibling or Multiple Class Discount is available to students who register through The Coterie for more than one class OR multiple siblings from the same family. Discount offers may not be combined. For discounts offered through Pembroke Hill visit www.pembrokehill.org.
- **REGISTRATION & PAYMENT:** We ask for registrations to be in place two weeks before a class begins. The Coterie accepts MasterCard, Visa, Discover, check, and cash. Payment is required in full at the time of registration.

- **REFUND POLICY:** The Coterie will provide a full refund for classes registered through The Coterie if given notice two weeks before the first day of the class. The Coterie reserves the right to cancel classes that do not have an enrollment of six or more students one week prior to the first day of the class.
- **SNACKS/LUNCH:** All classes will have daily snack breaks. Students are to bring a small nut-free snack to every class. Full day classes (9am-3:30pm) will have supervised lunch time. Students are to bring their own lunch and small nut-free snack to every class. Pembroke Hill will provide lunch to students in the all-day performance camp.
- **SPECIAL NEEDS:** The Coterie makes every effort to accommodate the special needs of individuals. We ask for a minimum of two weeks notice for special accommodations or materials. Call (816) 474-2230.
- **SEVERE WEATHER:** In case of inclement weather, the education director will email each family to cancel class. If there is any question, please call Amanda Kibler at (816) 474-2230 or Annette Filippi at (816) 474-4241.
- **CONFIRMATION:** An information letter will be sent two weeks prior to the start of the class. This letter will provide class time, location, teacher name, things to bring, drop off/pick up procedures, and more.

For more information about any class contact
AMANDA KIBLER
Education Director
816-474-2230

For registration assistance contact
Class Registrar at 816-474-4241