



## 2026- 2027 INFORMATION FOR STUDENTS & PARENTS

The Lafayette Theatre Academy provides a safe and supportive environment for students to express their individuality and creativity, while gaining the knowledge and developing the skills necessary to succeed in all areas of the theatrical arts. We continuously develop ways for students to use their training, through academy productions, weekly classes, professional instruction, and specialized workshops. Educational opportunities are available for pre-K through high school throughout the year.

### CONTACT INFORMATION

Kelly Finley, Academy Director of  
Education 706-882-9909 (LSPA Business  
Office) [kfinley@lsparts.org](mailto:kfinley@lsparts.org)

### ENROLLMENT

- Registrations are taken on a first-come, first-served basis and are processed when full payment is received. Waiting lists will be available if classes meet full capacity.
- LSPA's non-refundable \$50 annual registration fee is required, in addition to class tuition, and applies to all LSPA educational programs.
- LTA welcomes students year-round, although classes that have a progressive curriculum may have a cut-off date for sign-up. Once the cast list is set for the main stage production, a student may join the class, but may or may not be given an on stage role.
- Ages/Grades listed in class description are as of the first day of class. Academy programs are designed for specific age groups. Should you want to discuss placement of your child in a different grade group, please contact Kelly Finley.
- Additional classes can be scheduled with a minimum of six children. Kelly Finley is available to discuss curriculum and schedule suggestions. Please note that all class schedules are contingent on staff and classroom availability.
- LTA reserves the right to cancel any class due to insufficient enrollment. A full tuition refund will be made if a class is cancelled and a suitable replacement option cannot be provided.
- LTA is dedicated to providing opportunities for all students, regardless of age or ability. In addition to offering all-inclusive classes, we will make every effort to adjust classroom environments based on the needs of our students. If you have specific concerns, please speak with Kelly Finley.

### TUITION PAYMENT

- Tuition is based on an annual total for the year. Tuition fees are broken into 10 monthly payments, starting in August and continuing through May, for your convenience.
- Monthly tuition expenses breakdown to \$65/month for 1st through 6th grades and \$75/month for 7<sup>th</sup> – 12<sup>th</sup> grades. Discounts for multiple siblings, full payment in advance, or participation in more than one LSPA program are available. Additionally, a one time \$50 performance fee, a \$50 production fee, and a \$50 costume fee will be charged the first month of enrollment.
- Monthly payments are due on the first day of each month, with a late fee applied on the 10<sup>th</sup> of the month. Automatic monthly payments are encouraged and can be set up with the business office or online when registering.

- If you need to discontinue taking a class, please complete a Change/Withdrawal form two weeks in advance to avoid continued charges. This can be picked up from the LSPA Business Office.

## **ATTENDANCE**

- If your child must be absent due to illness or conflict, notify Kelly Finley or your classroom instructor as soon as possible, so that we know not to look for your student and can plan for that class accordingly.
- For an early dismissal, send a note with your child at drop off or contact Kelly Finley or your individual classroom instructor. Please specify the time you want to pick up your child. A staff person will escort your child to the drop off/pick up location at the time identified in the note.
- For the safety of our students, parents of students in third grade and under are asked to drop-off students by coming in with them or remaining in plain sight until the student is with a teaching assistant or instructor for their class.
- Drop off begins 10 minutes before class. Please use the south-side entrance when dropping off and/or picking up students, not the business office lobby.
- All students must be picked up by parents or guardians listed in their registration form, as identified by the student. Please let us know if someone other than a parent will be picking your student up.
- Students must be picked up within the 10-minutes following the conclusion of class. Late pick-ups will result in a \$5 fee for every 10-minutes after the grace period. The late payment charge is used to compensate the educator for their time and inconvenience.
- In the case of late pick-up due to an emergency, please contact Kelly Finley to arrange supervision for your child until you arrive.
- If you would like your student (age 12 and above) to be able to leave the LSPA facility without a guardian (for example, leaving to meet friends downtown or teens who drive themselves), please complete a release form at the LSPA Business Office.

## **BEING PREPARED FOR CLASS**

- In order for us to begin classes as scheduled, please ensure that all personal business is concluded prior to the class start time (you are signed in, have used the restroom, finished all food, and concluded all business on cellphones).
- Please remain with your child if you arrive more than ten minutes early, as teachers are likely still preparing for class or may have obligations outside of the classroom.
- The most appropriate dress for this class is something in which your child can move in comfortably, like athletic or yoga pants and a simple t-shirt. For safety, students must wear closed-toed shoes (no flip-flops).
- For some classes and performance series, students will need a binder for class material and a pencil. Students with scripts and music must bring their binder and pencil to each class.
- We ask that you do not bring toys, costumes, dress-up accessories, or any other outside play items. These items distract from the creative team-building experience.
- Cell phones may be brought to class, but they must be put away during all times of instruction. If you need to contact your student during a class time, please let LTA/LSPA staff know.

## **PERSONAL ITEMS**

- LSPA cannot be responsible for personal items left in our facility. A secure place for student's bags will be available in the classroom. Please keep all personal items with you outside of the classroom.
- LSPA maintains a lost and found box for six months after a semester. To retrieve an item from lost and found, email [info@lsparts.org](mailto:info@lsparts.org) with a description of the item. If we find it, we will notify you as to when and where it can be picked up.

## **SAFETY**

- Every student is unique and deserves respect. LTA has zero tolerance for bullying or disruptive behavior. In the event such a thing should occur, a parent or guardian will be notified immediately and mutually agreed upon corrective action will be taken. A second occurrence will result in dismissal from class without refund.
- LSPA requires background checks of all adult employees working within our facility.
- Security guards patrol the LSPA facilities during scheduled class-times in the evenings.
- Please assist in keeping our building and the students within our walls safe. No unauthorized access to the LSPA facility is permitted.
- The side door code changes and will be updated throughout the school year. We will contact you with the new door code when this occurs.

## **WEATHER POLICY**

- In extreme weather conditions (especially those causing Troup County School System closures), please look out for communications from LTA, as class may be cancelled.
- If a class is canceled due to inclement weather, registered students and parents will be notified through text message as soon as possible. No refunds or rescheduled class time will occur due to weather.
- Please do not attempt to travel if you feel it is unsafe to do so.

## **COMMUNICATION**

- We will send brief text messages to listed parent numbers in cases of last-minute updates or emergencies.
- LTA/LSPA Staff will also keep parents and students updated through emails. Please make sure to add our email contact to your approved email addresses and read all communication from LSPA to ensure that you have all the information needed for your part in this program.