



Denver Center Theatre Academy

At the Denver Center Theatre Company
1101 13th Street, Denver, CO 80204
Phone (303) 446-4892 Fax (303) 623-0693

March 2, 2009

Dear Parents/Guardians,

I would like to take a moment to explain the Academy's dismissal policy:

- The Academy will keep your child(ren) on 13th Street underneath the DCPA complex until the designated parent or guardian picks up the child.
- Programming ends at 3:30pm and students will be released and brought down to the Pick Up location as follows:

Ages 5 & 6	3:45pm
Ages 7 & 8	3:50pm
Ages 9 & 10	3:55pm
Ages 11 & 12	4:00pm
- For our records, please fill out the attached form stating who is designated to pick up your child.
- If a non-designated adult is picking up your child(ren), you must notify the Academy in advance; that person will need to provide positive identification at time of pickup.
- After 4:20pm, a late fee of one dollar per minute will be assessed.
- If you would like your child to walk to your office or home after camp, please sign the attached waiver releasing the Academy of responsibility outside of the Tramway Building and DCPA complex.

If you have any questions or concerns, please call the registrar anytime at (303) 446-4892.

Thank you for your cooperation.

Tam Dalrymple Frye
Academy Director