

# Harbor School of Music & Dance

## School Handbook

Print the Document.

Read the School Policies and Calendar; keep for future reference.

Complete the Policies Agreement (available at [myhsmd.com/registration](http://myhsmd.com/registration))

Keep the calendar/policies in an accessible location. Transfer important dates to your personal calendar.

Visit the school office to finalize registration and class selections.

Join the HSMD app.

3691 Ben Walters Lane, Ste 2

Homer, AK 99603

907-299-7042 (call or text)

[office@myhsmd.com](mailto:office@myhsmd.com)

[www.myhsmd.com](http://www.myhsmd.com)

Find us on Facebook at  
[www.facebook.com/HarborSchoolMusicDance](http://www.facebook.com/HarborSchoolMusicDance)

# 2024/25 Harbor School Calendar

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31

September 2024						
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29	30					

October 2024						
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27	28	29	30	31		

November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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30	31					

April 2025						
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May 2025						
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25	26	27	28	29	30	31

## Key Dates

Aug 1, ;	First Tuition Due	Nov 27-30	Thanksgiving Break	Jan 11	Winter Break Ends	May 1	Final Tuition Due
Aug 26	First Day of Session	Dec 21	Winter Break Starts	Mar 8	Spring Break Starts	May 18	Make Up Week Starts
Oct 14-15	Fall Break			Mar 15	Spring Break Ends	May 24	Last Day of Session

# Harbor School of Music & Dance

## School Policies (2024-25)

Please read before registering...

### School Philosophy

The Harbor School of Music & Dance (HSMD) was founded to provide quality, comprehensive music and dance education to the community of Homer, Alaska. Our goal is to enrich the lives of students while providing a solid foundation in music and dance skills. Our instructors take a variety of approaches to suit a variety of learning styles, but all with the ultimate goal of furthering lifelong appreciation of the arts.

School policies are in place to foster a healthy learning environment for our music and dance students and to keep classes and lessons as accessible as possible for our community.

### Commitment Expectation

When you enroll in lessons and classes at the Harbor School of Music & Dance, you are committing to attend lessons and classes throughout the end of the school year (May, 2024). This commitment is expected of all students, young and adult. In our experience, students experience the most growth when they have constant contact with their teacher over an extended period of time. Because of our commitment to excellence in music and dance education, we expect our students to be present regularly at lessons and classes to ensure their continual development.

**Should you need to withdraw from a program for any reason, please see “Early Withdrawal from Program” below.**

*Note for home-schooled students and families:* We welcome homeschooled students and **we are approved vendors for both music and dance**, however, we DO NOT accept Vendor-Direct payment; see payment policies below. We will supply you with the necessary receipts for reimbursement. Note: tax included on your receipt is not eligible for reimbursement, per school district policy. Also, your allotment may not cover all costs of lessons/classes; please plan ahead for this as the same commitment expectation (see above) is applied to home-schooled students. We expect students to finish out the year. Also, please keep a copy of the HSMD school calendar for reference, noting all school closures, as our school schedule may not necessarily parallel your own.

### Student Drop-Off/Pickup

**Please arrive 5 minutes before the start/end of your student’s scheduled lesson time/class.** Pick up your student promptly at the conclusion of lessons/classes. Siblings, whether registered students or not, may not wait unattended.

**Please make sure your student makes it inside the building before driving out of the parking lot.**

This is especially important during cold weather and in case the school is closed for some reason. We would prefer younger students be escorted to the door for their own safety.

We are unable to supervise students before or after their lessons due to full teaching schedules. Students may wait in the lobby with a parent/adult. This policy is particularly important during dance classes.

**Please come into the school to pick up your child.** This allows your student's teacher an opportunity to communicate important announcements and information to you. If you are not able to come in, please be sure to check your student's notebook for any information that may pertain to you. Also, CHECK THE HARBOR SCHOOL APP REGULARLY. **This is our main method of communication with parents and it is YOUR responsibility to keep up-to-date with events at the school.**

Students who have been given permission to walk home or to another destination from their lessons need to bring a signed note from a parent/guardian. Please note: Ben Walters is a notoriously dangerous street to walk on due to narrow roads and lack of sufficient shoulder. Also, if someone other than a parent is picking up your student, be sure to let us know (note or phone call). Young students (under the age of 12) will not be allowed to walk from the school for safety reasons.

#### **Additional Fees:**

**Students who are left unattended multiple times during the year, or for extended periods, may incur an additional fee of \$15/incident.** We understand that situations arise where it is difficult to pick up students in a timely manner upon occasion. Please let us know should an event occur that delays you and be respectful of the instructors' time and that of the rest of our staff by being prompt and consistent with pick-ups and drop-offs.

Multiple declined tuition payments will result in a late fee being added to the monthly installment (see the section titled Payment Authorization Terms).

Music Students may be assigned sheet music or method books by their instructor. The cost for assigned music will be charged to your account automatically if less than \$10.

Dance Students are responsible for purchasing attire for their classes. Please see the Dance Policies section for uniform standards.

#### **Tuition Payment Information—PLEASE READ CAREFULLY**

- ***Tuition is an annual fee divided into equal monthly payments.***
- ***Tuition does not include any scheduled school closures or breaks.***
- ***Tuition total remains the same, whether there are five lessons/classes in the month or two.***
- ***Tuition total is NOT related to the number of lessons/classes in the month.***
- ***Tuition is payable regardless of attendance (there are no refunds or credits for missed lessons or classes. Please see our absence policy for information on rescheduled lessons).***

- ***Tuition more than 30 days past due will have any multi-class discounts removed.***

Tuition payments are made via automatic credit or debit card payments. Payment is withdrawn/charged on the 1st of the month. Monthly totals include tax. We are not able to prorate or refund tuition for absences/vacations/missed lessons (see Absence Policy below). Autopay is the only accepted payment method unless you would like to pay for the whole year in advance. Please note: if paying for the whole year in advance, tuition paid is non-refundable. For program-specific tuition details, see below. **Families registering between August 15 and September 15 will be charged two months' tuition at time of registration.**

Scheduled Debit Terms: "Signed authorization is to remain in full force and effect until the HSMD has received written notification of its termination in such time and such manner as to afford HSMD a reasonable opportunity to act on it or until the term of the authorization expires. Any such notice should be given in person at the HSMD office, 3691 Ben Walters Lane, Suite 2, Homer, AK, 99603. Written notice required; refer to below.

Furthermore, if any such payments should decline (for insufficient funds or other reasons) I authorize HSMD to reattempt to collect tuition at any time. Should multiple attempts to collect tuition fail, I understand a late fee of \$15 per incident may be incurred.

### **Annual Enrollment Fee**

An annual program enrollment fee of \$60/student or \$140/family (3 or more) is charged when a student enrolls in any program at any time during the year.

### **Early Withdrawal from Program**

If you must terminate participation in any program before the end of the school year, you need to complete a withdrawal form in person at the school office.

***To cancel recurring payments, you MUST complete a withdrawal form at the office!***

Telling your teacher or emailing the office does not qualify as notification. You are responsible for the next month's tuition for a period of time following the date of notification, whether or not those lessons/classes are attended. To avoid paying for lessons/classes you do not plan to /cannot attend, please give us generous notice of your withdrawal intentions. **We are unable to cancel any scheduled tuition payments for withdrawals after March 1st** (exception: serious illness or injury to the student, catastrophic financial situation). Students withdrawn from the program forfeit all make-up lessons or recital fees, are not eligible for preferential pre-registration but may register during general registration. Students who wish to re-enroll during the course of the school year from which they have already withdrawn incur a re-enrollment fee equal to one monthly tuition installment for each course they re-register for. Re-enrollment is subject to availability.

- For notification of withdrawal received before the 15th of the current month, we will prorate the following month's tuition by half.

- For notification of withdrawal received on or after the 15th of the current month, you are responsible for the next month's tuition in full, whether or not the lessons/classes are attended.

The times after school are limited and often requested. We reserve the right to schedule another student during your scheduled time if you miss more than 2 consecutive absences without notice.

### **Preferential Pre-Registration Event**

Each spring, we offer our current families the opportunity to register in advance for the upcoming school year. This event allows parents the opportunity to register for a more convenient lesson or class time, depending on their schedule needs. It also serves as a time for us to update you on your student's needs for the upcoming year, changes to teacher schedules, updates to the school policies, and more. In an effort to be fair, the Saturday registration event is first-come, first-serve. Annual enrollment for the upcoming school year is debited at this time. We are unable to accept any registrations before the pre-registration event. If you cannot make it to the office to register, someone may register in your place or you may come into the office and register the following week.

### **School Communications**

Please note that **enrolling in the HARBOR SCHOOL APP IS MANDATORY** for all families. You can download the app for free on your phone, or visit the portal on our website. We use this as our primary method of group communication. School-wide announcements are made here first. **PLEASE NOTE THAT DATES IN THE APP CALENDAR SUPERSEDE DATES IN SCHOOL HANDBOOK OR ONLINE. Please also note that it is the responsibility of families to check the APP regularly for school announcements.**

Parents and students may contact the office via:

299-7042 (text/office phone).

Email: [hsmdooffice@gmail.com](mailto:hsmdooffice@gmail.com) or [office@myhsmd.com](mailto:office@myhsmd.com)

You may also utilize the chat feature of the app.

If notifying of an absence, send an email or text, or leave a message on the school phone. Please don't text or call teachers to plan absences/makeups. This communication needs to go through the office. Also, please add our email address to your list of approved addresses so our emails are not blocked or sent to your junk mail folder: we regularly send emails regarding important dates (cancellations, recitals, make-up lessons, etc.)

### **Concerns or comments**

Please direct your administrative concerns or comments to the office. If you need to speak with your student's teacher, please make time to come to a lesson. If you cannot come in, please call the office and we will have the teacher return your call during their teaching hours.

### **Inclement weather**

Lessons will occur unless schools are also closed. If weather prohibits you from attending a lesson, please call the office as soon as possible. In the event of a snow day cancellation, we will attempt to reschedule the lesson as soon as our schedules allow, but, due to time constraints, there is no guarantee these lessons will be made up, especially if there is more than one snow day. These make-ups may be scheduled on weekends and as group classes. Thank you for understanding.

### **Public Health**

In the event of a recurrence of Covid-19, or another pandemic contagious disease, leading to KPBSD school closures, we may switch to distance education for the duration. These classes are interactive, progressive and comprehensive. While different, they are not inferior to in-person instruction and there will be no discounts offered as a result of the method of instructional delivery. If you or your family has a logistical or financial burden that prohibits continuation under these conditions, please contact the office to discuss accommodations.

As a precaution against the further spread of illness during the 2024-25 School year, we are instituting procedures to limit the numbers of individuals present in the school at any given time.

- Students must be dropped off no earlier than 5 minutes prior to their scheduled lesson or class.
  - If you are more than 5 minutes early, please wait in your vehicle with your student.
  - To facilitate student arrivals/departures, all students should arrive dressed for dance class.
- Students must be picked up no later than 5 minutes following their scheduled lesson or class.
  - Please be in the parking lot before the end of class to pick up your student.
  - Students should move directly to/from the facility to their waiting vehicle before and after classes/lessons.
- Parents, siblings and other individuals not enrolled in a class are asked to refrain from staying on the campus or in the lobbies during classes or lessons. This policy is inclusive of the courtyard.
- Masking is optional for all staff and students and visitors unless and until it becomes necessary to require masks to keep the school open. Please know that any withdrawals for COVID policies are subject to our usual 30 day notice policies and may result in future denials of application to the school.
- Students who are exhibiting any active symptoms of the coronavirus or any other contagious diseases are prohibited from attending classes or lessons in person but may attend via distance learning until such time as they are symptom-free or cleared by a physician.
- If a member of a student's household is exhibiting symptoms of the coronavirus or other contagious diseases the student is prohibited from attending classes or lessons in person but may attend via distance learning until such time as they and their family are symptom-free or cleared by a physician.

- Students may not share any personal hygiene or clothing items, including but not limited to hair brushes/combs, hair accessories, hats and anything else that can transfer head lice.

### **Scheduled HSMD School Closures 2024-25**

The Harbor School of Music & Dance is closed the following dates:

- October 14 and 15
- Thanksgiving: November 27, 28 and 30
- Christmas: December 21 – January 10
- Spring Break: March 8—14
- Last day of lessons/classes is May 24, 2025
- **PLEASE NOTE: Lessons and classes are held on all other holidays (i.e. Labor Day, Columbus Day, MLK Day, Veteran’s Day, etc.) and on public school in-service days.**

### **MUSIC PROGRAM POLICIES**

#### *Lesson Length*

- Lesson lengths are based on teacher recommendations. Lessons may include music fundamentals instruction using a variety of methods, including books, flashcards or iPad apps, depending on the needs of individual students.

#### *Expectations of Students*

- Students need to bring all assigned materials and equipment to lessons, including their notebook, music, and instrument (if applicable).
- Students are expected to practice as assigned. The notebook is the communication tool we use to help students practice. Please refer to it regularly throughout the week and BRING TO EVERY LESSON. If you have further questions about what your student should be doing, please contact the office and we will have the student’s teacher get back to you.
- Students will exhibit behavior appropriate to a learning environment; we expect students to be respectful of their teachers and fellow students.

#### *Expectations of Parents*

- Parent(s) will create a suitable, quiet area in the home designated for practice.
- Parent(s) will help student develop good practice habits by creating a practice schedule at home, regularly referring to student’s notebook, and working with student to set goals (i.e. student will practice 15 minutes before dinner daily).



- Parents will obtain required materials in a timely fashion, as recommended by the teacher. See website for our recommendations for music stands, metronomes, piano benches, instruments, etc.

### **Music Tuition Payment Information**

Tuition is an annual fee based on 33 weeks of instruction over the school year and divided into equal monthly payments.

- ***Tuition is an annual fee divided into equal monthly payments.***
- ***Tuition does not include any scheduled school closures or breaks.***
- ***Tuition total remains the same, whether there are five lessons/classes in the month or two.***
- ***Tuition total is NOT related to the number of lessons/classes in the month.***
- ***Tuition is payable regardless of attendance (there are no refunds or credits for missed lessons or classes. Please see our absence policy for information on rescheduled lessons).***

Payment for music lessons and dance classes is made via automatic recurring credit card payments. Payment is withdrawn/charged on the 1st of the month. Monthly totals include tax. We are not able to prorate or refund tuition for absences/vacations/missed lessons (see Absence Policy below). These are the only accepted payment methods unless you would like to pay for the whole year in advance. Please note: if paying for the whole year in advance, tuition paid is non-refundable.

### **Materials**

As needed, the teacher assigns music books or individual songs to your student. The Harbor School of Music & Dance purchases these materials in anticipation of the students' needs. You will be billed for reimbursement costs with payments being processed on the account on file either at the time the music is provided or on the first of the month. Note: we do not sell materials; we merely pass on the cost to you from our sources. We appreciate a timely response to materials invoices.

Other recommended materials may be assigned for your student as appropriate. This may include but is not limited to metronomes, music stands, tuners etc.

## **Music Lessons Absence Policy**

Your lesson time is reserved especially for you. *Please do not schedule other appointments or activities during your lesson time/group class times.*

### GENERAL ABSENCE GUIDELINES:

- Unattended lessons with no notice will not be rescheduled.
- A “rescheduled” lesson is considered an absence and counts towards the two absences for the year.
- We are unable to guarantee any make-up lessons for absences that take place in May.
- Make-ups must be completed during the HSMD school year.
- No make-ups will be scheduled after the end of the second week in May.
- Tardiness may result in a missed lesson. Instructors are not obligated to accept a student who is more than ten minutes late for their lesson.

We will make an effort to ensure lessons are rescheduled at a time convenient for both parties. We must receive advance notice of the absence in order to reschedule. Make-up lessons may be scheduled as a group class and/or on a Saturday. We will contact students regarding opportunities for make-ups and appreciate your flexibility with scheduling. We have reserved two dates on the school calendar for make up lessons as well.

**\*HELP STOP THE SPREAD OF COMMUNICABLE ILLNESS.** If your student stayed home from school or was sent home from school for any reason, they should not come to lessons or classes.

Dancers and musicians with an injury should contact the office. In most cases there is accommodation available for injuries so lessons can safely continue.

In any case, **please notify the office** (not your teacher) if you are unable to attend a lesson. Lessons can be canceled via call/.text (299-7042), or email ([office@myhsmd.com](mailto:office@myhsmd.com)). You can also use the Harbor School app.

Teachers also may need to be absent for personal reasons/illness/jury duty; we reserve the right to reschedule your lesson when necessary. We will give you as much notice as possible and will make every effort to reschedule the lesson at a time convenient for both parties. Make-up lessons may be scheduled as a group class or on a Saturday if no other suitable weekday time is available. Distance learning may also be offered in lieu of in-person lessons.

## **DANCE PROGRAM POLICIES**

### *Expectations of Students*

- Students will adhere to the dress code (if applicable) at every class.
- Students arriving for dance classes are expected to wait quietly in the lobby; rough-housing and running around is strictly prohibited.
- Students are expected to commit to the spring performance and all applicable rehearsals.
- Students should arrive five minutes before the start of class and be picked up promptly at the conclusion of class. Students dropped off early or picked up late must wait in the music school lobby.

### *Dance Tuition Payment Information*

Tuition is an annual fee based on 32 weeks of instruction over the school year and divided into equal monthly payments. There are two weeks included in the calendar year to allow our instructors flexibility in scheduling. These include make-up week and rehearsal week and are not included in tuition. Classes may or may not be held during rehearsal week at the instructor's discretion.

- ***Tuition does not include any scheduled school closures or breaks.***
- ***Tuition total remains the same, whether there are five lessons/classes in the month or two.***
- ***Tuition total is NOT related to the number of lessons/classes in the month.***
- ***Tuition is payable regardless of attendance (there are no refunds or credits for missed lessons or classes. Please see our absence policy for information on rescheduled lessons).***

Payment for dance class tuition is made via automatic recurring credit card payments. Payment is withdrawn/charged on the 1st of the month. Monthly totals include tax. We are not able to prorate or refund tuition for absences/vacations/missed classes (see Absence Policy below). These are the only accepted payment methods unless you would like to pay for the whole year in advance. Please note: if paying for the whole year in advance, tuition paid is non-refundable.

## **Class Level Assignment**

A student's level is ultimately determined by the instructor. A change to a different class may be necessary to meet the student's needs and maximize growth. For ballet level descriptions, visit the school website.

### **Pointe Work**

Ballet students who wish to participate in pointe class **MUST HAVE PERMISSION** from their dance instructor. Pointe work comes with inherent risks and challenges that should not be undertaken lightly. While a functional assessment by a qualified physical therapist or orthopedist is strongly encouraged, it is not on its own sufficient to qualify a student for pointe work. Please see the office with any questions regarding our pointe policies.

### **Dance Class Absence Policy**

Please notify the office (phone call, text, or email) if you will not be able to attend dance class. While it is not possible to make up missed dance classes, we still would like to know if your student is not planning on attending. If a student is ill, please keep the child home; if the student is just feeling not quite up to class, please encourage them to attend anyway or to observe via distance learning (ZOOM). They may also sit in the studio.

**\* HELP STOP THE SPREAD OF COMMUNICABLE ILLNESS. If your student stayed home from school or was sent home from school for any reason, they should not come to lessons or classes.**

If a student is injured or otherwise not contagious, please have them attend class and watch. They can still learn. Please note, we will require a doctor's note to resume class if a student is injured. If a student informs an instructor of an injury, the office will contact the parent to ensure the safety of the student.

If a teacher is absent, we reserve the right to use a substitute to teach the class. In the case we cannot find a sub, we will notify students via HSMD app of the cancellation. We will schedule a make-up class as soon as convenient. While we will make every effort to find a convenient time, it is possible that the make-up time will not work for everyone. We appreciate your understanding.

### **Dance Facility Policies**

To help keep our floors in good shape and reduce the amount of dirt tracked into the studio, please remove all outside shoes and store them in the lobby shoe cubbies (participants and observers). No gum, food, or beverages allowed in the studio with the exception of bottled water. No street shoes or clothes allowed in the dance studio.

**\*\*NEW\*\*** We will be limiting lobby time between classes in order to allow our instructors and staff time to sanitize high-contact surfaces. **We respectfully request that parents, siblings and friends no longer observe classes from the lobby.** Please also remember to be timely with drop-offs and pick-ups.

## **Communication with Instructors**

As our instructors are trying to provide dance education for a large group of students each day, we request that communications with instructors be conducted via email. Parents with questions for their instructors should email [office@myhsmd.com](mailto:office@myhsmd.com) and include the instructor's name and the student's name in the subject field. Any questions regarding scheduling, billing, costuming, dancewear and other non-instructional concerns should be directed to our office staff.

## **Required Dance Attire**

***In order to limit numbers in the lobby and to keep the bathrooms open for appropriate use, we request that all students arrive properly attired. Most dancewear can be worn under street clothes for ease of transition.***

Dancewear is required for dance classes. Our overall philosophy with regard to dance attire is that it should support the dancer in learning and allow the teacher to instruct without distractions. Dancers are encouraged to become as comfortable with their body as possible, and to that end we are more flexible in allowing students apparel options while still allowing the instructor to achieve the goals of the course. Any student who is feeling uncomfortable in their apparel in class is encouraged to discuss alternatives with us that will allow them to succeed and feel confident at the same time.

***Hair:*** Ballet students should have hair in a bun. All other dancers should have hair secured back from the face in a braid or ponytail. Short hair should also be kept out of the face by whatever means are appropriate.

***Tops:*** For ballet and jazz dancers, clothing should be form-fitting and without distracting print. Usually leotards or tank tops are a dark solid color. Some younger students prefer pink leotards. Hip hop and tap dancers may wear more loose fitting shirts. We encourage clothing that allows for full range of motion in all classes.

***Bottoms:*** For ballet, tights are typically worn in pink or skin-tone colors to match their shoes. If a dancer prefers leggings, we ask they be a solid dark color. For jazz and contemporary, typically tights or leggings are black to match their shoes/socks as well. Tap dancers and hip hop dancers can wear leggings or sweats, again, preferably solid. We ask that no jeans be worn to any class as they restrict movement.

***Shoes:*** Shoes are the most important part of our dance attire policies. Dancers should have dance shoes. All color recommendations are based on our Spring Recital, which is the only time we require students to have a particular color shoe. It saves families time and money if they already have those shoes on hand. **Ballet** students should have ballet flats, usually in pink or skin tone. Male students often wear black flats. Ballet dancers who are wearing dresses in the recital will be required to wear pink or skin tone shoes on stage. **Jazz** students should wear black jazz boots or shoes. **Tap** dancers should have black tap shoes of any style. **Hip Hop** dancers should have black dance sneakers (actual dance sneakers, please, not just tennis shoes). **Contemporary** dancers should have supportive dance

socks in both nude and black. **Pointe** shoes should not be purchased or worn without instructor permission. They require a professional fitting out of town and carry with them a higher risk of injury.

**Accessories:** Please, **NO JEWELRY**. This can be both distracting and occasionally a hazard. Warm-up attire like sweaters, shorts, skirts etc. are all acceptable. But students should be aware that they may be asked to remove them after warm-ups. Our goal in ballet, contemporary, and jazz is to be able to see the student's alignment and extra layers of clothing can make this difficult. This is less of a concern with tap and hip hop. Students should bring a water bottle labeled with their name.

\*Most dancewear, particularly shoes, can be preordered at the office. Some items are in stock. Please contact us in advance so we can place an order from our supplier.

### **Spring Dance Recital**

We will hold a spring dance recital on the third weekend of May (subject to theater availability, pandemics and other unforeseen circumstances). There will be dress rehearsals during the preceding week or weeks (time TBA). Costumes for the recital will be ordered mid-year and sized to allow for some growth. All classes are expected to participate except for Preschool and Kindergarten classes, which may hold an end-of-year classroom presentation. **RECITAL FEES WILL BE CALCULATED PER STUDENT, PER CLASS AND WILL BE DUE NO LATER THAN MARCH 1.**

Students/parents are assumed to be participating in the recital unless they inform the office otherwise, in writing. If a student is not able to participate in the recital, they may continue to attend classes with the understanding that some of the time spent in class will be devoted to choreography for the recital. **Regular attendance is required of students who wish to perform in the recital.**

**\*\*\*PLEASE NOTE\*\*\*\*** We will provide costumes, accessories and tights for all dance students with required attendance minimums met. Families may be asked to supplement these costumes with items from home (i.e socks or pants etc). Optional extras such as performance dvds/recordings and photography may incur extra fees and families are responsible for their dance uniform for class and required footwear. Furthermore, students who miss multiple classes may require extra rehearsals at the private lesson rate.

In the event that state mandated closures prohibit our planned performances taking place, we will reschedule the event, including rehearsals, limit the size of the performance or audience accordingly, or offer an alternative digital performance, depending on the needs of the situation.

Every successful event depends on the generous contribution of time by parents of students. In advance, we thank you for your help with the dance recital.

## **Nutcracker, Sports, other Extracurricular Participation**

We encourage participation in dance events and programs outside the HSMD offerings; however, please realize that these programs may conflict with scheduled classes. Tuition for HSMD dance classes remains due regardless of how many classes a student misses because of outside obligations. If a student is withdrawn from the program to participate in a non-HSMD production, there are no guarantees that a space will be available in the class at a later date. Early withdrawal policies apply. **Re-enrollment will require the payment of an additional tuition installment for each class in which a student is re-registered.** Additional private instruction may be required to ensure a student's participation in the Spring Dance Recital. Late order of dance costumes may require additional shipping charges and is subject to the availability of the costume.

## **Media Release**

By registering your student, the school is hereby granted permission to take photographs and/or video footage of the student to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name. We will not include the name of any student pictured in any such media and ask that others refrain from "tagging" students or their parents in any social media posts that include Harbor School activities.

# Early Withdrawal Form

Student Name(s) \_\_\_\_\_

Class Changes/Drops: \_\_\_\_\_

Date of Notification: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

**Before completing this form:** If you have extenuating circumstances that we can help with, please bring them to our attention before withdrawing from the school.

**Dance students:** Please note that dance students who wish to re-enroll may be required to take private lessons if they are going to perform in the Spring Recital. The deadline for re-enrollment is January 15 and there is no guarantee of a space in dance class. An additional tuition installment will be collected at the time of re-registration.

**Music students:** Make-up lessons are forfeited in the event of an early withdrawal. Should a student desire to re-enroll, there is no guarantee a spot will be available in their studio of choice. An additional tuition installment will be collected at the time of re-registration.

**All Students, per the studio policy:** *you are responsible for the next month's tuition for a period of time following notification, whether or not those lessons are attended. Students withdrawn from the program are not eligible for preferential pre-registration. To re-enroll, in any program an additional monthly tuition installment will be collected at time of re-enrollment.*

- *If notification is received before the 15<sup>th</sup> of the month, you are responsible for half of the next month's tuition.*
- *If notification is received after the 15<sup>th</sup> of the month, you are responsible for the full next month's tuition.*
- *The final date for withdrawal from HSMD programs is March 1.*
- ***Families with multiple early withdrawals may have future applications to attend the school denied.***

Guardian Signature \_\_\_\_\_

Name of Individual Responsible for Payment: \_\_\_\_\_

Office Use:

Tuition prorated: No Yes Amount: \_\_\_\_\_ PAYMENT UPDATED \_\_\_\_\_