

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)

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. .

3691 Ben Walters Lane, Ste 2

Homer, AK 99603

907-235-6705

907-299-7042 (text only)

office@myhsmd.com

www.myhsmd.com

Find us on Facebook at

www.facebook.com/HarborSchoolMusicDance

And on the BAND app at <https://band.us/@hsmd>

AUGUST 2021

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FEBRUARY 2022

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MAY 2022

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- Notes
- Aug 01 First Tuition Instalment Due
 - Aug 18 First Day of Music Lessons and Dance Classes
 - Oct 11 Planned Closure: No Lessons or Dance Classes
 - Oct 12 Planned Closure: No Lessons or Dance Classes
 - Nov 24 Closed for Thanksgiving
 - Nov 25 Closed for Thanksgiving
 - Nov 26 Closed for Thanksgiving
 - Dec 15 Christmas Break Starts
 - Jan 02 Christmas Break Ends
 - Mar 07 Spring Break Starts
 - Mar 11 Spring Break Ends
 - Apr 25 Make Up Week (Attend at usual time)
 - May 13 Last Day of Music Lessons and Dance Classes
 - May 14 Planned Music Recitals (Subject to Change)
 - May 15 Planned Dance Recitals (Subject to Change)

2021-22 Music and Dance Tuition Rates

2021-22 Tuition Plans

TEN MONTH INSTALLMENT PLAN

Payments start August 1, 2020

Private Music Instruction	Base Rate Monthly Tuition Installment	Family Rate (each additional lesson or student) Monthly Tuition Installment
Elementary Music Education weekly lesson program	\$155	\$140
30-minute weekly lesson (6th grade through adult)	\$115	\$105
45-minute weekly lesson (with director approval)	\$155	\$140
60-minute weekly lesson (with director approval)	\$195	\$175

Group Dance Classes	Monthly Tuition	Family Rate
Twinkle Toes	\$50	\$48
1st Academic Dance Class	\$72	\$67
2nd Academic Dance Class	\$67	\$62
Pre-Pointe and Pointe	\$141	N/A
Private Dance Instruction	\$215	N/A

TWELVE MONTH INSTALLMENT PLAN (Returning Students Only)

Payments start June 1, 2020

Private Music Lessons	Base Rate Monthly Tuition Installment	Family Rate (each additional lesson or student) Monthly Tuition Installment
Elementary Music Education weekly lesson program	\$129	\$117
30-minute weekly lesson (6th grade through adult)	\$96	\$88
45-minute weekly lesson (with director approval)	\$129	\$117
60-minute weekly lesson (with director approval)	\$163	\$146

Group Dance Classes	Monthly Tuition	Family Rate
Twinkle Toes	\$42	\$40
1st Academic Dance Class	\$60	\$56
2nd Academic Dance Class	\$56	\$52
Pre-Pointe and Pointe	\$118	N/A

Harbor School of Music & Dance

School Policies (2021-22)

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, 2022). 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 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 in to 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 students' notebook for any information that may pertain to you. Also, there is a bulletin board near the door (both office and dance lobby) that holds pertinent information for students and parents.

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 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 \$40/student or \$100/family (3 or more) is charged when a student enrolls in any program at any time during the year.

Family Discount

A discount is given to families enrolling two or more students. A family rate applies to the 2nd student's tuition of equal or lesser value (and each additional student) for the period in which students are enrolled concurrently. The family rate does not cross over music and dance programs (i.e. one student in dance and one student in music); the first student in either program is charged the base rate for the program.

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 sign 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 intend not 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 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

MARK YOUR CALENDARS! April 30!

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 on Saturday, April 30, 2022. 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 BAND app is mandatory** for all families. You can download the app for free on your phone, or visit <https://band.us/@hsmd> to see our BAND. We use this as our primary method of group communication. School-wide announcements are made here first. **PLEASE NOTE THAT DATES IN THE BAND APP CALENDAR SUPERCEDE DATES IN SCHOOL HANDBOOK OR ONLINE.**

Parents and students may contact the office via:

235-6705 (School office phone) or 299-7042 (text only/alternate office phone in the instance of building closures).

Email: hsmdoffice@gmail.com or office@myhsmd.com

You may also utilize the chat feature of the BAND app, but please note that this is not the most efficient method of communication.

You may contact the office by text, email or phone. 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.

Corona Clauses

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 2021-22 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.
- All persons, including staff, parents, students and visitors of all ages **are required to wear a mask at all times** while inside school buildings.
- 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.

Scheduled HSMD School Closures 2021-22

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

- October 11 and 12
- Thanksgiving: November 24, 25 and 26
- Christmas: December 15– January 2
- Spring Break: March 7—11
- Last day of lessons/classes is May 13, 2022

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

- Students in 1st through 5th grade are required to participate in a 15-minute, technology-based music fundamentals program either prior to or immediately following their lessons. Students should show their music fundamentals instructor the same respect as they do their private music instructor. Please see the office for more information regarding scheduling for music fundamentals lab.
- Students in 6th grade and up will have a lesson length recommended by their instructor. Please note that 60 minute lessons require instructor approval, as do twice-weekly lessons. Make up lesson policies may not be applicable to twice weekly lessons.

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.

10-Month Payment Plan: This is our traditional payment plan. Tuition installments begin August 1 and are completed May 1. No refunds of tuition are available.

12-Month Payment Plan: We are offering this option this year to help keep monthly payments lower for those who prefer them. ***This is only available to returning students.*** Payments begin June 1 and are completed

Materials

As needed, the teacher assigns music books to your student. The Harbor School of Music & Dance purchases these materials in anticipation of the students' needs. You will receive an invoice to reimburse us for materials when they are distributed to your student. 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 and are listed on our website (music stands, lights, metronomes, 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.
- DURING MANDATORY REMOTE SCHOOLING: If you are able to attend via distance learning (ZOOM) as an alternative to canceling, contact the office well in advance of your scheduled lesson to make arrangements. A remote lesson will not be counted towards your allotted absences. (A day prior is preferred, but no less than 4 hours in advance).

We will make up two absences per academic school year (August through May).

FIRST ABSENCE:

The first absence will be rescheduled at a time convenient for both parties. We must receive advance notice of the absence in order to reschedule.

This make-up lesson 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.

SECOND ABSENCE:

The week of April 18, 2022 is a make-up week. Attend your lesson or dance class at the normal time and this week counts as one make-up. If your student hasn't missed a lesson, they get an extra lesson at no extra charge! Note: This week is not included in annual tuition. Also, we are unable to make-up any absences that occur during this week.

***HELP STOP THE SPREAD OF COMMUNICABLE ILLNESS.** If your student stayed home from school or were sent home from school for any reason, they should not come to lessons or classes. You may opt for a distance learning opportunity if you let us know well in advance.

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 text (299-7042), email (office@myhsmd.com) or office phone (235-6705).

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 are counted as make up weeks and are not included in tuition.

- ***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.

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 were sent home from school for any reason, they should not come to lessons or classes. They may attend class via Zoom at any time. Just inform the office of your intention.**

If a student is injured or just tired, 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 BAND 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 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.

Preschool Dance:

Dancers should be attired in comfortable, stretchy clothes and have clean, bare feet. Ballet shoes are allowed.

PreBallet:

Girls: Pink or black leotard, pink tights and pink ballet flats. Hair pulled back in ponytail, bun, or braid. NO jewelry.

Boys: white t-shirt and black shorts or snug black leggings, black ballet flats, white socks.

Ballet 1A and Up

Girls: black tank or camisole leotard, pink tights, pink full sole leather or split-sole ballet flats, and hair pulled back in a bun. NO jewelry.

Boys: white t-shirt and black shorts or snug black leggings, black ballet flats, white socks.

Acceptable accessories: Wrap sweaters and leg or ankle warmers are allowed during warm ups but must be removed afterwards. Skirts, shorts or leggings are discouraged for younger students. Ballet 3 and up may have a transparent black skirt or black dance shorts. These may need to be removed for certain portions of class.

Jazz, Contemporary, Lyrical or Tap:

Black leggings or shorts with tank or tee, OR black tights and leotard. Shorts and skirts allowed. Black stretch jazz boots for jazz, compression dance socks (black or nude) for contemporary and lyrical.

Hip Hop:

All Students: Modest, comfortable clothing recommended. No jeans, please. Black dance sneakers required (see office for details).

*Most required dancewear is available by preorder 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 afternoon of Sunday, May 15 (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 TwinkleToes classes, which may hold an end-of-year classroom presentation.

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.

*****NEW***** Recital is free, including costumes, for all dance students with required attendance minimums met. **There are no additional fees for recital participation.** This does not include optional extras such as performance dvds/recordings and photography, or your dance uniform for class. 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. Students will forfeit all recital fees already collected. 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.

Early Withdrawal Form

Student Name(s) _____

Class Changes/Drops: _____

Date of Notification: _____

Reason for Withdrawal: _____

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 15th of the month, you are responsible for half of the next month's tuition.*
- *If notification is received after the 15th 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 _____