

General Policies

Registration

Registration is required for all classes, private lessons, workshops, and camps. By registering in an activity:

1. You assume any risk, take full responsibility and waive any claims of personal injury or damage to personal property associated with this activity.
2. You give us permission to use any photos or video of you or your children for publicity.
3. You agree to our policies below.

We encourage families to set up an account at www.darlingtonarts.org to register online, check activity meeting dates and set up automatic billing for payment plans.

Registrations are also accepted in our office and over the phone. We accept personal checks, Visa, MasterCard, Discover, American Express, money orders and cash. There will be a \$30 fee for returned checks.

To set up a private lesson in music, visual art, dance, or drama, please contact the main office.

Family Membership

Because we are a member-supported center for the arts, a non-refundable **Family Membership** of \$70, valid from September 1 through August 31, is required to enroll in all activities (exceptions are noted and include all workshops) and will be pro-rated to \$40 for activities beginning after March 1. The Family Membership may be tax-deductible and allows Darlington to maintain facilities, provide excellent administration, care for our instruments and studios, and fulfill our mission to serve the cultural needs of our diverse community.

Tuition

Payment is required for enrollment. Classes and workshops require full payment prior to the first class (*34-week classes, private lessons and preschool may be paid in installments*). Late registration for activities may be accepted with pro-rated tuition (*associated fees are not pro-rated*).

Summer Arts Camp: Students may register for Summer Arts Camp by paying 50% of the tuition. Remaining tuition is due **two weeks prior** to the start of the week for which they are registered.

Withdrawals, Refunds & Cancellations

In order to sufficiently prepare for our programs, Darlington requires advance notice of withdrawals. Associated fees are not refundable.

Group Activity Withdrawals:

- Made at least one week prior to the first class will be refunded 100% of tuition.
- Made within the week prior to the first class will be refunded 75% of tuition
- Made on or after the first day will not be refunded or credited.

Private Lesson withdrawals require a two week written notice. The remainder of tuition paid will be credited or refunded.

Darlington may cancel a class or workshop due to low enrollment. A credit (*of tuition & associated fees*) will be offered for another class within the same Academic Year or a refund will be issued.

Absences

Group Activities & Summer Private Lessons in music, art, dance & drama: meetings canceled by Darlington will be made up or the student will be reimbursed. Student absences are not made up or reimbursed. Substitute teachers may teach a class without prior notice.

Academic Year Private Lessons:

With the exception of scheduled holidays, weekly lessons are continuous throughout the academic year. Students are allowed two absences within the academic year, **provided Darlington's office is notified by Noon prior to the lesson**. If an instructor needs to cancel a lesson, the lesson will be made up, a substitute instructor will be available or a credit will be issued.

Group Activities and Private Lessons may be suspended for extended absences of 3 or more weeks due to illness, injury or other emergency circumstances, by providing written notice to the office. A doctor's note may be requested.

Emergency Closures

In the event of inclement weather, information about Darlington's adjusted schedule can be found:

- Online at www.darlingtonarts.org
- By calling Darlington at 610-358-3632
- On NBC10 (listed by name)
- On KYW1060 (listed by #1211)

Holidays

Classes and lessons are not held on:

- November 25 - 29
- December 24 - January 1
- March 21 - 27
- May 28 - 30
- July 2 - 4

Your class may have additional skip dates, the dates above are universal. Please note that workshops and make-up lessons may be held during these dates.

Preschool does not meet on:

- November 3
- November 23 - 27
- December 21 - January 1
- January 18
- February 15
- March 21 - April 1
- April 26

Discounts

Early Registration Discounts

Group classes: Register early and save 4%

- Fall Semester: Register by August 18 (*October 6 for Session 2*)
- Spring Semester: Register by January 6 (*March 3 for Session 2*)
- Summer Semester: Register by May 31

Pay in Full Discounts

Students enrolling in **academic year programs** (*private music or dance*) who pay their tuition in full by **September 1** will receive a 4% discount. This discount is honored through October 1 for late registrations.

Multi-Class Discounts

- Families enrolled in **three or more** concurrently running **private music lessons** will receive 5% off the tuition of the shortest lesson.
- Individual students enrolled in **two or more** concurrently running **Academic Year dance recital classes** will receive 15% off the tuition of the lowest priced class. (*Private dance lessons that are eligible for inclusion in the spring dance recital are included.*)

Coffee House Concerts

Members receive a \$5 discount per ticket on Darlington's Coffee House Concert series. Please contact the office to purchase these discounted tickets. (*This discount may not be combined with any other offer.*)

Refer-a-Friend

Families who refer a friend may receive a \$10 credit to be used in a future enrollment when the friend becomes a member of Darlington. Valid for new families only. Please ask your friend to mention your name when enrolling. There is no limit to the amount of friends you may refer.

Policies continued...



General Policies (continued)

Payment Plans

Payment plans are available for private music lessons during the academic year, preschool and Academic-Year dance classes. A valid credit card is required to enroll in our payment plan. By enrolling, you authorize Darlington to charge the credit/debit card on file on the due date. To pay by check, please remit payment at least 5 days prior to the due date. If you are in need of a special payment schedule, please contact the office.

Late Fees

A late fee of \$15 will be charged for payments made more than 5 days past the payment plan due date. Darlington may suspend instruction for students who do not meet their financial obligations. Please ask if you need special payment arrangements.

Scholarships

Through the generosity of our funders, Darlington has a limited amount of scholarships for families in need. To be considered, please send a letter to the Executive Director by August 15. Your letter should include the reasons it is important for you/your child to receive instruction and the reasons you are in need of financial assistance. A current tax return and thank you note may be requested.

Parental Responsibility

Parents have sole responsibility for children before and after scheduled class times. Please be prompt in both delivering and picking up your children. Certain programs (such as Camp and Arts All Day Workshops) offer Before- and After-Care, available in one hour increments, which are subject to Darlington's Registration and Withdrawal policies.

Parents play a great role in their children's success in their participation in the arts. You are encouraged to get to know their children's instructors and attend special class activities. Parents are invited to attend the first 10 minutes of the first class in which their children are enrolled each semester. A Parent Week is also offered mid-semester, in which parents are encouraged to attend a portion of class.

Private Lesson Policies

In addition to the General Policies above, the following apply to Private Lessons:

Private Music Lesson Registration and Tuition

Academic Year Private Lessons are based on a 34-week academic year beginning in September and running through May/June. Students reserve a lesson time and teacher by paying the Family Membership. Tuition may be paid in full (see the Discounts section above) or paid in four equal payments due by:

- September 1, 2015
- November 15, 2015
- January 15, 2016
- March 15, 2016

New students may register at any time with pro-rated tuition due upon enrollment.

For **Summer Private Lessons in music, art, dance & drama**, students register for a minimum of 4 private lessons. Lessons may be scheduled for days and times that the student is available, and do not need to be on consecutive weeks, allowing for vacations and other schedule conflicts. Lesson times are reserved when full payment is received. New students may register at any time. There are no refunds or make-up lessons for summer private music lessons.

Private Trial Lessons

One trial lesson may be requested before committing to a block of lessons, at the cost of a single lesson. Group activity withdrawal policies apply to trial lessons.

Music Recitals

Darlington offers many valuable performance opportunities for students, including monthly recitals, an Honors Recital, and the year-end 4 Arts Festival. Upon registration in Academic Year private music lessons, each student will be charged a non-refundable \$12 **Music Recital Fee**. No admission is charged for music recitals, and there is no limit on number of invited guests.

Students are recommended by their instructor for participation in monthly recitals, please tell your teacher if you are interested. All students are invited to play in our annual 4 Arts Festival each May/June. Recitals are a festive occasion and students and guests should dress appropriately. Instructors will guide students in proper recital etiquette.

Dance Recital Class Policies

In addition to the General Policies, the following apply to Academic Year Dance Recital Classes:

Dance Tuition

Dance recital classes run for the entire academic year beginning in September and running through May/June. Classes meet about 34 times, including the Dress Rehearsal. Tuition may be paid in full or divided into two equal payments, payable twice:

- upon registration
- and on January 15

Discounts are available for individual students enrolled in two or more dance recital classes.

Dance Recital

All Academic-Year dance classes will culminate with a performance in the Spring **Dance Recital**, held at a nearby off-site location. Students must **join by the week of January 15** to participate in the recital. Upon registration each student will be charged a non-refundable \$27 **Dance Recital Fee**. Each student will receive two recital tickets (additional tickets will be available for purchase at \$8.00 per ticket). Recital costumes will be selected by teachers. Parents will be notified of costume style, size and price in December (estimated price is \$35-65 per costume) and will have two weeks to submit payment or discuss changes in size.

The Dress Rehearsal/Photo Day will occur within a week prior to the Dance Recital, and is required for participation in the recital. More information regarding these events will be distributed in the fall. Classes may continue to meet after the Recital.

Preschool Policies

In addition to the General Policies, the following apply to Preschool at Darlington Arts Center:

Preschool Registration and Tuition

Families may reserve a place in Darlington's preschool by paying the 2015-2016 Family membership (non-refundable) and first month's tuition.

Remaining tuition is due on the 15th of each month between September 15th and April 15th.

Students enrolling late pay the Family Membership and pro-rated tuition. They will begin regular monthly payments on all future due dates.

Preschool Parental Responsibilities

Parents should plan to attend the first day of preschool with their child, and will be invited to many special events throughout the year. Parents should also provide Darlington with a change of clothes for their child that will be kept on-site, as well as a large shirt to be used as an art smock. Parents should send a small snack and drink with their child each day, as well as appropriate outerwear for outdoor play.

Parents must complete an **Emergency Form** and return it to Darlington before or on the first day of preschool.

Arts After School Club & GVSD Transportation

Students enrolled in classes, private lessons, or workshops that begin between 3:00 - 4:00pm, or Afternoon Kindergarten Enrichment, may use bus transportation from select schools. These include: Concord Elementary School, Bethel Springs Elementary School, Garnet Valley Elementary School, Garnet Valley Middle School, Garnet Valley High School, as well as private

schools using GVSD transportation. Students will be greeted at the bus stop and supervised until their class or lesson begins. Students may bring a packed snack, books, homework or other quiet activities. **There is no charge for this program.**

All transportation is handled directly through the Garnet Valley Transportation Office. For information about bus numbers, and to sign your child up, please contact the school district, then call Darlington's office. **Registration is required and an Emergency Form is due before or on the first day a child gets off the bus at Darlington.** If a student will not ride the bus one day, please contact the office in advance.

Arts All Day

Parents enrolling a child in day-long Arts All Day Program are required to complete an **Emergency Form to be submitted before or on the first day the child attends the program.** Students should bring two small snacks and a lunch. Before- and After-Care is available in one-hour increments, and is subject to Darlington's registration and withdrawal policies (see General Policies section.)

Birthday Parties & Rentals

Darlington's facilities are available for birthday parties and other special events. Birthday Parties may include up to 12 participating guests, including the Birthday Child. They include one hour of supervised instruction, workshop materials and a one-hour room rental for family and friends to celebrate.

Families are responsible for providing all food, decorations and other party materials, as well removing all of these items after the party.

All Birthday Party requests should be made at least one month prior to the desired date. Availability is dependent on studio and instructor schedules. A non-refundable deposit of **half of the fee is required to book the date**; the remaining balance is due the day of the party. Additional fees may be applied for special requests such as after-hours parties, multiple projects, longer parties and additional guests.

To inquire about a birthday party or special event, please contact Eric@darlingtonarts.org or call (610) 358-3632 x2

Dance & Fitness Class Attire

Students are expected to wear the following attire and no jewelry except small stud earrings. All students should bring a water bottle.

Ballet (including Tiny Tutus): Solid black leotard, pink tights and pink leather ballet slippers. Hair pulled back off the face and neck and secured in a bun.

Beginner Combo: Leotard and tights (any color). Wear pink ballet slippers (canvas or leather); bring tan jazz shoes and black tap shoes. Hair pulled back off the face and neck.

Contemporary Dance: Leotard and tights (footless or convertible), with shorts. Bare feet. Hair pulled back off the face and neck in a pony-tail.

Dance Company: Leotard or tank top and dance pants. Tan jazz shoes. Hair pulled back off the face and neck in a pony-tail or bun

Dance Team: Leotard and tights (shorts permitted over tights). Tan jazz shoes. Hair pulled back off the face and neck.

Hip Hop: Tank top and close-fitting pants (no jeans or skirts) or a leotard and tights. Black shell-top Adidas sneakers. Hair pulled back off the face and neck in a pony-tail.

Intermediate Jazz & Advanced Jazz: Leotard and tights (any color), with jazz pants or shorts. Tan jazz shoes. Hair pulled back off the face and neck.

Karate: Students will need to purchase a training uniform (a Gi in Japanese) at a cost of \$25.00, payable to the instructor at the first class. Bare feet. Hair pulled back off the face into a pony-tail.

Lyrical / Jazz: Leotard and dance pants. Shoes: "FootUndeez" or similar. Hair pulled back off the face and neck in a pony-tail. No jewelry except small stud earrings.

Little Dancer Combo: Solid black leotard, footed pink tights. Wear pink leather ballet slippers; bring black tap shoes. Hair pulled back off the face and neck and secured in a bun.

SilverSneakers: Comfortable, breathable clothing and sneakers.

Intermediate Tap & Advanced Tap: Tights and leotard (any color) or close-fitting clothes that allow for movement (no jeans). Black oxford-style tap shoes. Hair pulled back off the face and neck.

Non-Discrimination Policy

Darlington Arts Center is an equal opportunity organization committed to the principle of equal opportunity in education and employment. The Center does not discriminate against individuals on the basis of race, color, sex, gender identity, sexual orientation, religion, age, national origin or disability in the administration of its educational policies, admissions policies, employment policies, scholarships, programs and activities. Inquiries concerning the Center's policies, including its compliance with applicable laws, statutes, and regulations may be directed to the Executive Director.