

## 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](http://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 & Fees

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.

**Birthday Parties & Rentals:** 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.

### Withdrawals, Refunds & Cancellations

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

**Private Lesson** withdrawals require two weeks notice. The remainder of tuition paid will be returned by 100% credit or 95% refund.

**Preschool and Academic Year Dance Class** withdrawals require one month notice. The remainder of tuition paid will be returned by 100% credit or 95% refund.

#### Group Class (including camp)

- Withdrawals made two weeks prior to the first class: tuition paid will be returned by 100% credit or 95% refund.
- Withdrawals made before the second day of class: remainder of tuition paid will be returned by 75% credit.
- Withdrawals made after the second day of class will not be credited or refunded.

As noted in our withdrawal policy, when a refund is requested in writing, we retain 5% of tuition for processing costs. Credits may be used for up to one year for any member of the family. Credits may also be transferred into a tax-deductible donation at your request.

All fees including membership, recital, costumes, and materials are non-refundable. Students who withdraw prior to the final class will not be entitled to receive recital costumes, tights, tickets, class projects, etc.

**All withdraw requests must be made in writing and can be sent to: [register@darlingtonarts.org](mailto:register@darlingtonarts.org)**

Darlington may cancel a class or workshop due to low enrollment. A 100% credit (*of tuition & associated fees*) will be offered 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](http://www.darlingtonarts.org)
- By calling Darlington at 610-358-3632
- On NBC10 (listed by name)
- On KYW1060 (listed by #1211)

### Emergency Form

All students who attend activities (including Camp, Arts All Day Workshops, Ride the Bus classes, Preschool) without a parent present must complete an emergency form before the first day of class.

### 2017 Holidays

**Classes and lessons are not held on:**

July 1-4, 2017. *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.*

## 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

#### Summer Camp:

- Register by April 1 and save 10%
- Register by May 31 and save 5%

### Pay in Full Discounts

Students enrolling in **academic year programs** (*private music, dance, and preschool*) 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.*)

# Policies *continued...*

## General Policies (continued)

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### 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).*

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### 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.

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### 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.

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### 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
  - November 15
  - January 15
  - March 15
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**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.

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### 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.

### 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.

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### 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:

- September 1
  - and on January 15
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### Preschool Registration and Tuition

Families may reserve a place in Darlington's preschool by paying the 2016-2017 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.

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### 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.

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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.

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### 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 \$40-70 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 January. Classes may continue to meet after the Recital.

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### 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.

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### 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.

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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.

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### 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.