

Harbor School of Music & Dance

REGISTRATION GUIDE

- 1) Print the Document.
- 2) Read the School Policies and Calendar; keep for future reference.
- 3) Complete the Enrollment Form, Payment Authorization Form, and Liability Release.
- 4) Keep the calendar/policies in an accessible location. Transfer important dates to your personal calendar.
- 5) Submit completed forms at the school office to reserve your time in the studio schedule.

3691 Ben Walters Lane, Ste 2

Homer, AK 99603

907-235-6705

harborschool.music.dance@gmail.com

Find us on Facebook at www.facebook.com/HarborSchoolMusicDance

School Calendar 2015-16

AUGUST						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Music Starts 8/19						
SEPTEMBER						
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
Dance Starts 9/5						

OCTOBER						
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
No Music: November 25, 26, 27; No Dance: Nov. 23-29						

DECEMBER						
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
No Music or Dance: December 19-January 3						

JANUARY						
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY						
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

MARCH						
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
No Music or Dance: March 14-19						

APRIL						
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Preregistration: Saturday, April 16 from 10 AM to 3 PM						

MAY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Last day of music/dance: May 13; Music & Dance recital: May 14;						

Music Program Tuition Rates—2015-2016*

	Monthly Tuition paid with credit card	Family Rate paid with credit card	Discounted Tuition Rate for Auto-debit from checking.	Discounted Family Rate for Auto-debit from checking.
30-minute weekly lesson	\$98	\$88	\$94	\$84
45-minute weekly lesson	\$141	\$127	\$137	\$123
60-minute weekly lesson	\$170	\$154	\$166	\$150

Dance Program Tuition Rates—2015-2016*

	Monthly Tuition paid with credit card.	Family Rate paid with credit card.	Discounted Tuition for Auto-debit from checking.	Discounted Tuition Family Rate for Auto-debit from checking.
45-minute dance classes	\$45	\$41	\$43	\$39
1st hour class	\$60	\$54	\$58	\$52
2nd hour class	\$54	\$48	\$52	\$46
Twice Weekly (Hour) Classes	\$105	\$95	\$101	\$91
Private Lessons/All Others	Contact office			

* Tuition rates subject to change.

Harbor School of Music & Dance

School Policies (2015-2016)

Please read before registering...

Commitment Expectation

When you enroll in lessons and classes at the Harbor School of Music & Dance (HSMD), you are committing to attend lessons and classes throughout the end of the school year (May, 2016). 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. Be sure to provide a valid email address on your enrollment form as we will email your receipts. 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.

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 three.
- Tuition total is NOT related to the number of lessons/classes in the month.

Tuition payments are made via automatic debit from your checking or savings account or scheduled 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. For program-specific tuition details, see below.

If you have any questions about the safety and reliability of automatic payments, please visit the following website: <http://www.bizcashflow.com/consumercenter/apbenefits.htm>.

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 electronic debit(s) should be returned by my financial institution as unpaid (Non-Sufficient of Uncollected Funds), I authorize HSMD to collect a returned item fee of \$25.00 per item by electronic debit from the same account. For credit cards, I authorize HSMD to reattempt to collect on the 5th of the month if tuition payment is declined due to insufficient funds.

Annual Enrollment Fee

An annual program enrollment fee of \$30/student or \$75/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 April 15th (exception: serious illness or injury to the student). Students withdrawn from the program are not eligible for preferential pre-registration but may register during general registration.

- 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.

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 make an effort to 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 student's 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.

Preferential Pre-Registration Event

MARK YOUR CALENDARS! April 16 from 10 am to 3 pm.

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 16, 2016. 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.

Contacting the office

235-6705 (School office phone) or 299-7042 (text only)

Email: harborschool.music.dance [at] gmail.com

You may contact the office by email or phone. If notifying of an absence, please send an email 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 will use email predominantly to contact you regarding upcoming events, deadlines, recitals, 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.

Scheduled HSMD School Closures 2015-2016

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

MUSIC PROGRAM CLOSURES:

- Thanksgiving: November 25, 26, 27
- Christmas: December 20 – January 3
- Spring Break: March 7-12
- Last day of lessons/classes is May 13, 2016

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.

DANCE PROGRAM CLOSURES:

- Week of Thanksgiving: November 23-28
- Christmas: December 20 – January 3

- Spring Break: March 7-12
- Last day of lessons/classes is May 13, 2016

MUSIC PROGRAM POLICIES

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.

For more helpful hints on how to help your child practice, visit our website.

Music Tuition Payment Information

- Tuition is an annual fee based on 34 weeks of instruction over the school year and divided into equal monthly payments.
- Tuition does not include any scheduled school closures, breaks, or make-up week.
- Tuition total remains the same, whether there are five lessons in the month or three.
- Tuition total is NOT related to the number of lessons in the month.

Payment for music lessons and dance classes is made via automatic debit from your checking or savings account or scheduled recurring credit card payments. Recurring debits from a checking account receive a discounted rate. 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 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 stu-

dent. 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.

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, 2016 is a make-up week. Attend your lesson 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 you stayed home from school or were sent home from school for any reason, you should not come to lessons or classes.

In any case, please notify the office (not your teacher) if you are unable to attend a lesson. Call the office at 235-6705 or send an email to harborschool.music.dance [at] gmail.com.

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 and on a Saturday if no other suitable weekday time is available.

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 are 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 for dance is an annual fee based on 32 weeks of instruction over the school year and divided into equal monthly payments (September – May).
- Tuition does not include any scheduled school closures or breaks.
- Tuition total remains the same, whether there are five classes in the month or three.
- Tuition total is NOT related to the number of classes in the month.

Payment for dance class tuition is made via automatic debit from your checking or savings account or scheduled recurring credit card payments. Recurring debits from checking are discounted. 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 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. They may watch from the lobby with a parent or sit in the studio.

* HELP STOP THE SPREAD OF COMMUNICABLE ILLNESS. If you stayed home from school or were sent home from school for any reason, you should not come to lessons or classes. If you are injured or just tired, please attend class and watch. You can still learn.

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 email 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.

Required Dance Attire

Creative Movement classes:

Dancers should be attired in comfortable, stretchy clothes and have clean, bare feet.

There is an end-of-year classroom presentation in May, or participation in Dance Recital, at instructor's discretion.

Intro to Ballet class:*

Girls: pink, short-sleeved leotard, pink pull-on or wrap ballet skirt, pink tights, pink leather ballet flats, and hair pulled back in pony tail, bun, or braid. NO jewelry.

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

All other Ballet classes and Dance Conditioning:

Girls: black, short-sleeved leotards, pink tights, pink ballet flats, and hair pulled back in a bun. NO jewelry.

Optional Dancewear: Black sweater or shrug , black ballet skirt, black dance shorts, black ankle or leg warmers.

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

Please no hoodies or bulky sweaters to be worn during class.

Hip Hop:

Girls: Modest, comfortable clothing recommended. Black dance sneakers required (see office for details).

Boys: Modest, comfortable clothing recommended. Black dance sneakers required (see office for details).

Private Dance/Pointe:

Private dance students will be required to purchase attire specific to their dance style and skill level . Pointe shoes must be obtained from a qualified distributor in Anchorage. We recommend calling ahead for an appointment as shoes must be appropriately fitted to the individual student. Please see the office for further information regarding private dance or pointe instruction.

*Most required dancewear is available at the office at discounted prices. 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 evening of Saturday, May 14. There will be a dress rehearsal on May 13th (time TBA). Costumes for the recital will be ordered mid-year; costume fee due in January. Cost will range somewhere between \$30 and \$70. Also, you may need to purchase an additional pair of new tights. All classes are expected to participate except for Creative Movement classes, which may hold an end-of-year classroom presentation, unless the instructor opts to participate in the recital.

Students/parents will formally commit to the spring dance recital by February 1st. 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.

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, 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.

Photography Release

By registering your student, the school is hereby granted permission to take photographs 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. Please notify the office if you have exception to this policy.

Student Information

Student Name: _____ DOB: _____ AGE: _____ M/F ____ GRADE ('15'16) _____

Class/Instrument: _____

Student Name: _____ DOB: _____ AGE: _____ M/F ____ GRADE ('15'16) _____

Class/Instrument: _____

Contact Information

Parent Contact: _____ Cell Phone: _____

May we text you at this number regarding school notifications (weather closures, lesson reminders, etc.)? Y / N

Mailing: _____ City/State/Zip: _____

Alternate Phone: _____ Email: (REQUIRED) _____

Emergency Contact (Other than parent): _____ Phone: _____

Enrolled in Connections/IDEA (Please provide a valid email above so we can send monthly receipts.)

HSMD POLICIES ACKNOWLEDGMENT

By signing below, I acknowledge receipt of the handbook/calendar and understanding of the policies related to participation in Harbor School of Music & Dance programs, including commitment and behavior expectations, absence and payment policies, etc. (available at www.harborschoolofmusic.org). I have read and signed the liability release form (see back). Also, I agree to payment terms as outlined on payment form. ***I understand that any change requests to tuition payment terms, including cancellation of participation/payment, must be made in writing at the office.***

Signature: _____ Date: _____

TUITION

Enroll Fee: _____ Date Processed: _____ [ACH] [CC] [CA/CK]

Class Description	Tuition	Total
Tuition Payments Info:		

Start Date: _____ End Date: _____ Monthly Tuition Total: _____ Prorated Amount: _____ Date: _____

OFFICE USE ONLY

Payment Method: [ACH] [CC]

QB: _____ PS: _____ Early Withdrawal: _____ Notes: _____

Harbor School of Music & Dance—Payment Authorization Form

ALL REGISTRANTS MUST COMPLETE A NEW PAYMENT PAGE EVERY YEAR

Please select payment method:

___ Auto-debit from checking or savings account

___ Credit Card

I wish to receive receipts via email. Send to: _____

NEW CHECKING ACCOUNT INFORMATION

Bank Name: _____ Name on Account: _____

Mailing address on account: _____ Phone: _____

Routing Number (nine digits):

--	--	--	--	--	--	--	--	--

Checking Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NEW CREDIT CARD INFORMATION

___ [Visa] ___ [MC] Name on Card: _____

Account No: _____ Exp: ___/___ SEC: _____

Billing Address: _____ City/State/Zip: _____

Materials Auto-charge Authorization

Please automatically debit/charge my account on file for materials as assigned to student. Note: Music books average \$6 to \$9 in cost. The average music student is assigned 3 to 6 music books per year. You will receive a payment notification prior to the debit/charge notifying you of the upcoming payment.

PAYMENT AUTHORIZATION TERMS

Scheduled Debit Terms: Signed authorization is to remain in full force and effect until the Harbor School of Music & Dance has received written notification of its termination in such time and manner as to afford HSMD a reasonable opportunity to act on it or until the term of authorization expires. Notice shall be completed in person at the HSMD school office: 3691 Ben Walters Lane, Suite 2, Homer, AK, 99603.

Furthermore, if any such electronic debit should be returned by my financial institution as unpaid (Non-Sufficient or Uncollected Funds), I authorize, Harbor School of Music & Dance, to collect a returned item fee of \$25.00 per item by electronic debit from same account. For credit cards, I authorize HSMD to reattempt to collect on the 5th of the month if tuition payment is declined due to insufficient funds."

Note: All payment terms are subject to a 30-day written cancellation policy. **Your cancellation of tuition payment terms will be dated from the day you complete a withdrawal form in our office. You are responsible for tuition for 30 days from date of written notice.**

SIGNATURE: _____ DATE: _____

Liability Release

As the legal parent or guardian, I release and hold harmless the Harbor School of Music & Dance, its owners, operators, and teachers from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of the Harbor School of Music & Dance, its owners and operators or in route to or from any of said premises.

In case of medical emergency: The undersigned gives permission to the Harbor School of Music & Dance, its owners and operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. I hereby declare any physical/mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health.

Photography Release

By registering your student, the school is hereby granted permission to take photographs 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. Please notify the office if you have exception to this policy.

Student(s) name(s): _____

Legal Parent or Guardian Signature: _____ Date: _____

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