



# RMSD School Policies

The following are RMSD policies to provide students and parents with basic information about RMSD:

<b>Registration</b>	RMSD holds registration twice a year. Students may register in August or May.
	August Registration is designed for parents who wish to enroll their dances in the current dance year.
	May Registration is designed for parents who wish to enroll their dances in the RMSD Summer Dance Camp.
<b>Tuition</b>	RMSD goes green! Tuition notices are not mailed out, however we have monthly emails and reminders. We kindly ask you to please mark your calendar as to when tuition is due. Fees charged late and returned checks.
<b>Refunds</b>	If a student withdraws before classes begin the registration fee will be withheld. No refunds given after two classes. Refunds are only given in case of a serious medical problem (physicians note required).
<b>Addressing the Instructors</b>	Dancers are kindly asked to refer to the instructors and staff at the Rebecca McCarthy School of Dance as Miss, Ms, Mr, or Mrs. (Last Name). To assure that all dancers use their class time to the fullest we ask that all parents kindly address your questions, comments and concerns through e-mail or contact the office.
<b>Make Up Classes and Absences</b>	Class cancellations by the instructor will be posted on the bulletin board and the door of the studio. Phone calls will not be made. Cancelled classes due to weather will be posted on our website and facebook. Any missed class by the dancer can be made up in a class referred by the instructor.
<b>Studio Waiting Area</b>	Parents are asked to wait in the lobby while class is in session. Please keep young children in hand while they are in the waiting area. Dancers are asked to wait in the dressing room until asked to enter the studio. Parents and boys are not allowed in the women's dressing area. No food or drink in the waiting area please.
<b>Watching Week</b>	RMSD holds watching weeks at the end of each session. Parents are welcome to take pictures and video tape their dancer while taking class. Watching weeks will be announced to students in class and via email to parents. Detailed information regarding watching week can also be found on the school bulletin board. No food, drink, shoes or strollers are allowed in the studios. For the safety of our dancers toddlers must remain seated.
<b>General</b>	Parents should check the bulletin boards, e-mail, website and facebook for announcements about Rebecca McCarthy School of Dance, The McDance Company and other items of interest.