



Policies and Notices:

- 1) Registration:** Registration is required before a student is allowed to participate in class. You may enroll by completing a registration form and mailing it, with your tuition payment, to: *Character Kids, PO Box 565, San Marcos, CA 92079*. Payments are the responsibility of the parent or guardian. *There is no billing*. Please make checks payable to Character Kids. Returned checks are subject to a \$15.00 fee. A confirmation phone call or email will be completed once registration has been received. Registration forms can be found on your school's website or the Character Kids website. In some instances, forms will be sent home with the student. Forms may also be available in your school office.
- 2) Class Location:** Classes are conducted on site at the designated school. Students should go directly to the assigned room at the end of the school day, unless otherwise instructed. The instructor will meet them in the assigned room for check in.
- 3) Absences:** Parents are required to inform Character Kids if your child will be absent from class (due to illness, appointments, etc.). No make-up class is offered due to student absence. If the instructor is ill or absent, a make-up class will be conducted. Lessons are not prorated if your child is absent from class.
- 4) Attire:** Please have your child wear appropriate and comfortable clothing that they can move in. Physical warm ups, basic dance and stage movement is included in the class. It is helpful for the students to be able to move comfortably.
- 5) Pick Up:** Pick Up will be at the front of the school unless otherwise instructed. Please make sure that you are on time picking up your child. A late fee may be implemented for parents who are continually late. Students staying for After Care will be walked to the designated location by the instructor.
- 6) Refunds:** Refunds may only be given through the 2nd week of the session. Refunds will not be given for classes already attended.
- 7) Observing:** Parents are welcome to attend the first and last class of each session.
- 8) Showcases:** There will be a special performance on the last class of each session during regular class hours. Family and friends are welcome to attend. *Note: This performance is not a full production with costumes or scenery. We will be performing songs, scenes and/or exercises that we have worked on throughout the session.*
- 9) Contact Us:** If you have any questions, comments or concerns, feel free to contact Brenda Dodge, Character Kids Director, at (760) 290-3989 or characterkidsinfo@gmail.com.

BUILDING CHARACTER ONSTAGE AND OFF...



Brenda Dodge, Director

(760)290-3989

www.characterkidsonline.com

PO Box 565

San Marcos, CA 92079