

Hello Parents,

Thank you so much for your interest in Registering for our Spring Music Exploration Program 2020!
Please follow these registration steps in order to have a complete registration.

1. Use this link to register: [Richardson School of Music Online Spring Registration](#)
2. **All fields on this registration form are Required for Spring Program Students.** Please make sure to include all fields mentioned below.
 - a. Contact Information
 - b. Emergency Contact Information (Cannot be one of the contacts)
 - c. Student School, Grade Level (as of 2020)
 - i. Please include School County (MPCS, DCPS, etc).
 - d. Student Disabilities, Special Needs, Allergies, Medications
 - e. To select your preferred Session or Weeks, please click on **Select Class** under **Enroll in Classes** section. Classes will be listed under Category 1: Spring Music Exploration Program. All weeks will be listed, and you can enroll in your preferred week(s).
3. To add an additional Student, click “**Add Another Student**” and fill out their fields.
4. Payment: It is optional to include a payment method in your registration. If you prefer to pay with a debit/credit card or ACH payment, there is a processing fee equal to 3.5% of your total balance. Payments can be made with a check or cash payment and do not include a processing fee. A \$150 deposit will be required (non-refundable) in order to reserve your slot, or full tuition can be paid as well. All balances are due by or before March 15th.
 - a. Note: Your payment does NOT process automatically after you register. We will send an updated statement to your e-mail 3 business days after your registration.
5. **Policies and Additional Health Information:** All parents must check all of the boxes on the registration form, which are RSM's policies for music students. The clauses DO NOT apply to Spring Program students. Please use this link to agree to our Spring Music Program Policies:
 - a. [Spring Music Program Policies Form](#)
 - i. You will also need to include additional health information including primary doctor and number, health insurance information, medications, immunization information, etc. A Pick Up/Drop Off Authorization Form is also included.

Please make sure to include all fields mentioned above, and to complete the Spring Music Program Policies form. Families that are missing any of these requirements will have an incomplete registration. Your spot may not be guaranteed until all required information is submitted.

For any questions regarding registration, please e-mail us at info@richardsonschoolofmusic.com or call us at 301-660-4455.