



Hello Parents,

Thank you so much for your interest in Registering for our Summer Music Exploration Program 2023!
Please follow these registration steps in order to have a complete registration.

PLEASE NOTE: The following information is required for all Summer Music Exploration Program students in order to complete their registration:

- At least one (1) primary contact
- At least two (2) emergency contacts
- Health Insurance Carrier (Name, group, policy #)
- School and Grade level
- Any disabilities, special needs, dietary restrictions, allergies, or medications
- Primary Doctor and their number
- Immunization Notes - Last Tetanus shot (feel free to include COVID-19 vaccination dates if you desire)
- Photo/Video Release (Y/N)

A form will be emailed to you following your initial registration and must be returned to us completed by May 1st. Registrations will not be considered complete without this information.

Registration Steps

1. Use this link to register: [Richardson School of Music Online Registration](#)
2. To add an additional Student, click “**Add Another Student**” and fill out their fields.
3. Once all student information is added, under Enroll in Classes, click on **Select Class**. On the top left corner, click on the **Filters** button (blue square with magnifying glass). Under Instrument, select **Summer Music Exploration Program**, and click **Apply**.
 - a. Summer Program weeks will be labeled as “Week # - Summer Music Program.” Please make sure to review the dates to make sure you are registering for the correct week(s).

- b. We also offer AM Extended Day, from 7:00-9:30 am, and PM Extended Day, from 3:30-6:00 pm each week. You can sign up for this at a later time as well, no later than May 15th.
 - i. Extended Day Costs: \$20 per day for either AM/PM or \$35 per day for both.
- 4. Payment: **It is optional to include a payment method in your portal account.** We strongly suggest making your payment with a personal check, cashiers/bank check, or cash to avoid extra fees. If you prefer to pay with a debit/credit card or ACH bank account payment, there is a processing fee equal to 3% of your total balance (only for Summer Program balances). Payments can be made with a check or cash payment and do not include a processing fee.

A \$200 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 May 1st. In order to apply for the Early Registration Discount, your full balance is due by March 1st.

Note: If you do include a payment method in your registration, the system does NOT process your balance automatically after you register. Payments are made by logging in to the RSM Parent Portal and making your payment there.

The total included in your registration summary is NOT your correct balance. Please give us 24 hours to view and adjust your posted transactions, add discounts, etc. We will send an updated statement to your email 3 business days after your registration. This statement will include your registration fee (\$35), tuition fees, materials fee (\$40), and 3% processing fee (to whom it applies).

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 email us at summerprogram@richardsonschoolofmusic.com or call us at 301-660-4455.