**Policies for Participation in Allison DeSalvo’s Classes and Camps**

Classes and Camps Designed and Created by Allison DeSalvo/ DBA World of Song Productions

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**Registration:**

* Payment **must be received** to secure registrants spot in a class or camp.
* Returned checks by the bank will incur a $35 processing fee.
* Classes or camps may be canceled due to insufficient enrollment at any time, however every effort will be made to reschedule if possible or if applicable.
* Registration is accepted, (note exceptions), after the first meeting of a class or camp, if space is available and the required minimum number of students has been met.
* Late registrants must email Allison at allison@worldofsong.com or call 267-282-1242 for the status of a program. Drop-in only available where noted.
* Late registration would be pro-rated accordingly whenever possible.

**Refunds:**

* 100% refund of tuition will be refunded up to 2-weeks prior to the start date of a class or camp session.
* 50% refund of tuition will be refunded within 2-weeks of the start date of the first class or camp session.
* No Refund will be issued after the start date of a class or camp and including the first class/camp meeting.
* Cancellations after the first class/camp meeting must be made via email to allison@worldofosng.com or by calling 267-282-1242.
* A transfer of your registration can be given to another family to avoid cancellation fees.

**Make-Up Classes:**

* + - If a class/camp is canceled by Allison DeSalvo due to weather or illness, Allison will try to schedule a make-up class/camp based on the availability of participants. In the event that a make-up cannot be scheduled, or you cannot attend the scheduled make-up, a refund will be issued.
		- If a child misses one or more class/camp days:

No refund or make-up is available for spring or summer camps at Swarthmore Presbyterian Nursery Day School (SPNDS).

Classes or camps at The Creative Living Room location, please consult the TCLR makeup policy.

For all other class/camp locations, make-ups are generally not available. Certain exceptions may be made under special circumstances; please contact Allison DeSalvo regarding your situation.

**Emergency Cancellation Policy:**

* Announcements about class/camp cancellations will be posted on the World of Song (WOS) website on the “Home” page at [www.worldofsong.com](http://www.worldofsong.com) and on the WOS in Facebook page [www.facebook.com/aworldofsong](http://www.facebook.com/aworldofsong).
* An email will be send to all families/students enrolled in affected classes/ camps, and for instances where there is short notice families will receive a phone call.