



The DC Collaborative's Policies and Procedures

Transportation: Buses are scheduled to arrive 1 hour prior to the performance at your school. If you need extra time, allotted please let us know as soon as possible. Please call [202.470.6467 ext. 1](tel:202.470.6467) (office line) or the AHFES cell phone at [202-787-9086](tel:202-787-9086) if you have any questions.

Communication: The grade level indicated must be the grade level actually attending. Please email clarissa@dccollaborative.org with any special requests or changes. **ALL EMAILS MUST BE RESPONDED TO WITHIN 48 HOURS.**

Cancellations: Our cancellation policy is still in effect during testing season. Please submit these confirmed trips to your main office immediately to ensure that your trip will not conflict with your school's testing schedule. All cancellations (including ticket reductions greater than 10 students) must be submitted in writing to info@dccollaborative.org **30 days prior** to the event; You may also call [202.470.6467 ext. 1](tel:202.470.6467 ext. 1) if you have not received confirmation of the cancellation. If the cancellation occurs within 30 days of the event, your school will be invoiced a fee of \$300 (average cost of a bus for transportation).

Don't forget to send us your pictures - We want to feature YOU on our Story Bank or Instagram, Twitter, and Facebook pages!

Here are the links to the Media Releases:

English:

<http://files.constantcontact.com/6652e437001/35b3af32-d061-4eb2-810e-3f5387173179.pdf?ver=1478015622000>

Spanish:

<http://files.constantcontact.com/6652e437001/b9bc32ff-4d95-4013-a01b-bc86098a27e7.pdf?ver=1478015621000>