

Musical Beginnings Policies and Procedures

Payment and Calculation of Fees:

There are 48 scheduled lessons and 2 recitals during the year. Please see your yearly calendar for scheduled holidays. To calculate the monthly payment we take the per lesson price and multiply by 48 then divide by 12. This makes it easier for families to budget for lessons by having a consistent payment each month. Most months you will receive 4 lessons but a few months will have either 3 or 5 lessons. However, tuition will remain the same each month since it is averaged over the year. You are not charged for lessons on the weeks we are closed. If a student ends lessons before the 48 lessons have been taken, you will only pay for lessons you had scheduled.

We are a year around teaching school.

PRIVATE LESSONS:

Schedule Changes must go through office. We are happy to change lesson day, time, instrument or teacher if possible.

Withdrawals: Lessons are month to month with no long term contract. We simply require a **30 day notice** to discontinue lessons. To withdraw from lessons there must be a completed and signed withdrawal form submitted to the school office for processing.

SEMI PRIVATE LESSONS:

Schedule changes: Must go through office. To change the day or time of your lesson, **requires a 30 days notice** unless you are making the request with your partner. Making any changes makes it necessary for us to find new partners for one or both partners.

Withdrawals: Lessons are month to month with no long term contract. We simply require a **30 day notice** to discontinue lessons. To withdraw from lessons there must be a completed and signed withdrawal form submitted to the school office for processing. In the event your partner decides to discontinue lessons or take private lessons you will be given 30 days in which to decide if you want to keep the spot on a private basis, find a new partner, which is not guaranteed, or to give 30 days notice of withdrawal from lessons.

ALL STUDENTS:

Makeup Lessons: Makeup lesson are provided on Saturdays and Selected School holidays. Makeup classes are 1 hour in length and will give students the opportunity to explore their instrument in depth, work on theory and play ensemble pieces with other students. To schedule a makeup, simply call our office or stop by the desk.

No Show: If you do not show for your lesson and don't call before your lesson **you will not be eligible for a makeup lesson**

Late Arrival: If you arrive late for your lesson, you will have a shorter lesson.

Extreme weather- makeup's will be provided - no refunds

Substitutions:

If the regularly scheduled teacher is ill or otherwise unable to teach a lesson the school reserves the right to provide a qualified substitute Teacher. If a teacher is ill and the school cannot arrange for a substitute any missed lessons will be scheduled for a make up.

Care of Students:

The school is not responsible for providing before or after class care for students. Parents, guardians and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time.

Photography:

We may on occasion take photos of classes to use in promotions for the studio such as Facebook as well as for our star of the month board. Please initial to give your permission.

I have read, initialed and understand the Musical Beginnings Policies and Procedures:

Parent or Adult Signature: _____ Date: _____