

## 2009-10 Policies

### FULL POLICIES for PRIVATE & PARTNER LESSONS

**Private lesson:** The student should be well prepared and arrive 5 minutes before the scheduled lesson. In order for a lesson to be excused, the teacher must be notified of the absence at least 24 hours in advance of the lesson time (except in the case of an emergency). If a student becomes ill at school, please call by noon the day of the lesson. Make-up times will be given for excused lessons only; teachers will offer make-ups for up to three (3) excused lessons per student over the 36 week period (one per trimester). Additional lessons may be made up at the teacher's discretion. School cancellations do NOT imply lesson cancellations. If lessons are cancelled due to weather, notification will be on our phone system message by noon and our closure will be listed on our website. Student absences will not be prorated, and only excused absences will constitute a make-up. Lessons missed by the teacher or closure due to weather will be made up. We reserve the right to provide a substitute teacher if necessary. If a parent is concerned that a teacher has rescheduled too often or is absent from a scheduled lesson, the parent should contact the office immediately.

**Partner lesson:** The student should be well prepared and arrive 5 minutes before the scheduled time. Lessons include: presentation of new music, performing, ear training, music history, directed listening, ensemble experience, creative time, and theory work. Attendance is mandatory--please call in advance if you are unable to attend. School cancellations do NOT imply lesson cancellations. If lessons are cancelled due to weather, notification will be on our phone system message by noon and our closure will be listed on our website. Lessons missed by the teacher or closure due to weather will be made up. We reserve the right to provide a substitute teacher if necessary. Student absences will not be prorated or made up.

**Practice:** Daily practice is vital to the musical growth of the student. All students should practice at least five days a week; the teacher will suggest practice guidelines for each individual student. Parents may wish to monitor the student's weekly practice. A regular routine with parental encouragement will greatly aid the student's progress. For the best musical results, parents will want to take an active interest in their child(ren)'s music study. Please refer to the article, "How to Help Your Child Practice at Home," available online.

**Instrument:** All students should have access to a well-maintained instrument. All students except piano students are required to bring their instrument to every lesson. Percussion students must bring their own sticks.

ADVISORY REGARDING KEYBOARDS: piano students must have an instrument with 88 full-size keys (the length of a dollar bill) with at least 2 pedals, and be weighted as well as touch-sensitive. Parents are advised that keyboards with lesser capabilities will only serve the student for the first 4-6 months of study and are not recommended.

**Notebook:** Students are required to keep a hardcover 3-ring binder to be used for assignments and handouts. Parents are encouraged to check the book regularly for notes and weekly assignments from the instructor. Students are encouraged to keep their music books in a bag to assure that all materials are brought to/taken from the lesson.

### **Tuition & Fees:**

**For Private & Partner Lessons:** Our tuition rate is based upon 36 weeks (three 12-week trimesters) spread over the period from August 31, 2009, through June 6, 2010. Tuition may be paid in three (3) installments, payable upon registration in August, November 20, and March 1. Summer tuition is registered for and payable separately from the academic year. If payment is late, a \$5.00 billing fee will be charged. A \$30 non-refundable registration fee per student (maximum \$50 per household) is payable at the time of enrollment. This fee covers all partner and private enrollments at Rhapsody through July 2010. This reserves your spot in the studio and helps cover the cost of studio events, lab software, festival opportunities, instrument maintenance, and administration. A \$35.00 fee will be assessed on all returned checks. Lessons will not be scheduled until signed registration form, registration fee, book deposit and first tuition payment is received. Students beginning study mid-year will have their tuition prorated.

Credit card payment (Mastercard, Visa, and Discover) is available online via paypal at [www.rhapsodyarts.org](http://www.rhapsodyarts.org) and at the studio during office hours. To help minimize credit card fees and to continue to keep your tuition fees low, we do prefer payments by check or exact cash (we do *not* have change in the office). **Please make checks payable to Rhapsody Arts Center.**

**INCLUDED IN TUITION:**

Audition & festival opportunities; Performance opportunities  
Lending library & supervised use of recording library  
Theory curriculum & supplementary worksheets  
Acoustic piano & digital piano lab use; Supervised practice time  
Electronics use (MIDI equipment, synthesizer, keyboards, drum machine, digital piano lab)  
MusicStation lab use

**NOT INCLUDED:**

*Music/Book costs*  
*Audition entry fees*  
*Accompanist fees*  
*Summer lessons*  
*Software & materials*

**Book Deposit:** All students pay a book deposit upon registration. \$40 is required for new students, and \$20 for returning students. A record will be kept of all book expenses. When the book deposit is depleted, a copy of the expense record will be given to the parents and another \$40.00 will be required. All unused funds will be refunded upon cessation of lessons. This is a service we offer to parents, and it ensures that our students have the correct books they need, *when* they need them. **Individual books prices in excess of \$9.95 will be pre-approved by the parent before purchase.**

**Extended Lesson (MusicStation) Time:** MusicStation is supplemental enrichment time that is in addition to the private lesson time. It is scheduled for use either before or after the private lesson and includes a supervised computer software curriculum designed by the teacher. It is used to enhance note reading, music theory, music history, composition, and ear training skills in a fun, computer-aided learning environment. MusicStation is complimentary, but the student must sign up to participate.

**Ensemble Weeks:** Four Ensemble Weeks appear on the lesson calendar. These weeks are reserved for rehearsals of our School of Rock bands, Chamber Ensembles, Music Appreciation and History classes, Music Mind Games classes, Recording Studio, Composition classes, Guest Lecture/Performances, and Studio Classes (60 minute classes, 4-10 students per class). During Ensemble Weeks, there are no private lessons (see calendar). Participation in Ensemble Weeks is strongly encouraged. Students may opt out of participation in Ensemble Weeks; fill out the form available in the main office to request a partial tuition credit.

**Contractual Agreement:** Music lessons will follow the school calendar. A high standard of excellence in teaching, materials, equipment, and curriculum is upheld in the studio. The same is expected of the students enrolled, especially in regard to weekly practice, attitude, attendance, and progress. At the end of the third trimester, the student, parent(s), and teacher may review and evaluate the year's progress and make decisions as to future study and the student's retention in the studio. Music lessons are a commitment and musicianship is a skill that requires time, persistence, and patience. Your commitment to lessons is from your start date through June 6, 2010. **A monetary penalty equal to four week's tuition is assessed for breaking a contract mid-year. Families requesting a contract termination must do so in writing.**

**Lesson Etiquette:**

- fingernails should be reasonably trimmed (piano students).
- hands should be clean; please use the provided hand sanitizer before entering the lesson.
- no gum or candy during the lesson, please.
- if possible, students should have used the restroom before the lesson.
- friends, parents, and siblings are welcome to observe the lesson as long as they are not a distraction to the student.
- *punctuality* is appreciated: students are expected to arrive on time so the lesson may begin as scheduled, arriving late will shorten the lesson accordingly.
- students should be picked up no later than 5-10 minutes after their lesson concludes unless prior arrangements have been made with the teacher.

## 2009-2010 Private & Partner Lesson Calendar

July 1	Fall registration begins
July 31	Registrations due; First Trimester tuition due
August 17	Fall lesson schedules confirmed

### First 12-week Trimester

Week 1	Aug 31	
Week 2	Sept 7	Labor Day: Mon 9/7 lessons will be made up 11/23
Week 3	Sept 14	
Week 4	Sept 21	
Week 5	Sept 28	
Week 6	Oct 5	
Week 7	Oct 12	choose holiday recital pieces
Week 8	Oct 19	
Week 9	Oct 26	Ensemble Week; Monster Concert 10/31 (tent)
Week 10	Nov 2	Sonatina Festival 11/7
Week 11	Nov 9	sign up for holiday recitals by 11/17
Week 12	Nov 16	Second Trimester tuition due 11/20
*break week	Nov 23	(Thanksgiving break)

### Second 12-week Trimester

Week 1	Nov 30	
Week 2	Dec 7	
Week 3	Dec 14	Ensemble Week; Holiday Recitals 12/17-12/20
*break week	Dec 21	(Holiday break)
*break week	Dec 28	(Holiday break)
Week 4	Jan 4	
Week 5	Jan 11	
Week 6	Jan 18	MLK Day: Rhapsody is OPEN
Week 7	Jan 25	
Week 8	Feb 1	Piano Playathon 2/6 (tent)
Week 9	Feb 8	
Week 10	Feb 15	Federation Auditions 2/20 (tent)
Week 11	Feb 23	Ensemble Week; Third Trimester tuition due 3/1
Week 12	Mar 2	Summer registration begins

### Third 12-week Trimester

Week 1	Mar 8	choose spring recital pieces
Week 2	Mar 15	sign up for spring recitals by 3/22
Week 3	Mar 22	
Week 4	Mar 29	WMTA Auditions 4/12 (tent)
*break week	Apr 5	(Spring Break)
Week 5	Apr 12	
Week 6	Apr 19	
Week 7	Apr 26	Spring Recitals 4/22-4/25; Summer registrations due 5/1
Week 8	May 3	
Week 9	May 10	Ensemble Week; Guild Auditions 5/13-5/14 (tent); Spring Fling 5/16 (tent)
Week 10	May 17	Class of 2009 Recital 5/22 (tent); Summer schedules confirmed
Week 11	May 24	
Week 12	May 31	Memorial Day: Mon 5/31 lessons will be made up 6/7
*break week	June 7	

Awards Night Tues June 8  
Summer Term begins June 14

## Tuition & Fees

Annual Registration Fee \$30 per student (maximum \$50 per household)

Book Deposit \$40 per student (\$20 for returning students)

Basic Level Tuition (per 12-week Trimester, due Aug 1, Nov 20, and Mar 1)

30 minute private lesson	\$252
45 minute private lesson	\$378
60 minute private lesson	\$491
30 minute partner lesson	\$186/student

Master Level Tuition\* (per 12-week Trimester, due Aug 1, Nov 20, and Mar 1)

30 minute private lesson	\$300
45 minute private lesson	\$450
60 minute private lesson	\$585

(\* see website for master teacher list)

### Alternate Payment Plans

- Please inquire if you prefer an alternate payment plan (forms available in the main office)
  - Requires **automatic bank account withdrawal** or **scheduled credit card transaction**
    - Bank account withdrawal payments deducted monthly in equal payments.
    - Credit card payments made in two payments per trimester, during weeks 1 & 7.
  - Additional one-time convenience fee of \$22 per form submitted for bank withdrawal and \$15 per form for credit card payment plan.

### Forms of Payment

- Check, cash (exact amount), money order
- Automatic withdrawal from your bank account to ours
- Visa, Mastercard, Discover
  - In our main office
  - On our website via Paypal

### Discounts

- 10% tuition discount on second instrument tuition (same student only)
- Refer a new family and both families receive a \$20 credit (they must list you on their enrollment form)
- 10% discount for the 3<sup>rd</sup> child enrolled in the same household
- 3% tuition discount for full-year tuition paid in full by check by August 1.

### Your Budget

While our rent, utilities, and payroll increases annually, our tuition remained constant during the 2006-07 and 2007-08 academic years. For 2008-09, our tuition increased just \$1.15 per basic 30 minute lesson, and we have not raised tuition for the 2009-10 academic year. We greatly appreciate those families who support our programs and generously donate extra funds whenever possible, in any amount. We realize you have a choice in your arts instruction, and your enrollment today means a great deal to us and our impact in your community. Thank you.

## **FULL POLICIES for MUSIC CLASSES**

*Beginning Piano, Beginning Guitar, Team Sing, etc.*

**Music Class:** The student should be well prepared and arrive 5 minutes before the scheduled class. Classes include: presentation of new music, performing, ear training, music history, directed listening, ensemble experience, creative time, and theory work. Attendance is mandatory--please call in advance if you are unable to attend. School cancellations do NOT imply class cancellations. If classes are cancelled due to weather, notification will be on our phone system message by noon and our closure will be listed on our website. Classes missed by the teacher or closure due to weather will be made up. We reserve the right to provide a substitute teacher if necessary. Student absences will not be prorated or made up.

**Practice:** Daily practice is vital to the musical growth of the student. All students should practice at least five days a week; the teacher will suggest practice guidelines for each individual student. (See 13. *Practice Guidelines*). Parents may wish to monitor the student's weekly practice. A regular routine with parental encouragement will greatly aid the student's progress. For the best musical results, parents will want to take an active interest in their child(ren)'s music study. Please refer to the article, "How to Help Your Child Practice at Home," available online.

**Instrument:** All students should have access to a well-maintained instrument.

### **Tuition & Fees:**

For Beginning Piano/Guitar/Singing, etc: Tuition is based upon 12 classes and includes materials (Exceptions: circumstances in which extra supplementary materials may need to be purchased due to individual need. Permission will be given by the Primary Contact before materials are purchased.). A \$35.00 fee will be assessed on all returned checks.

Credit card payment (Mastercard, Visa, and Discover) is available online via paypal at [www.rhapsodyarts.org](http://www.rhapsodyarts.org) and at the studio during office hours. To help minimize credit card fees and to continue to keep your tuition fees low, we do prefer payments by check or exact cash (we do *not* have change in the office). **Please make checks payable to Rhapsody Arts Center.**

**Contractual Agreement:** A high standard of excellence in teaching, materials, equipment, and curriculum is upheld in the studio. The same is expected of the students enrolled, especially in regard to weekly practice, attitude, attendance, and progress. At the end of the session, the student, parent(s), and teacher may review and evaluate the student's progress and make decisions as to the best course for future study. Music lessons are a commitment and musicianship is a skill that requires time, persistence, and patience. Students participating in music classes may only switch to private lessons at the end of a 12-week session.

### **Lesson Etiquette:**

- fingernails should be reasonably trimmed.
- hands should be clean; please use the provided hand sanitizer before class begins.
- no gum or candy during class, please.
- if possible, students should have used the restroom before the class.
- friends, parents, and siblings are asked to remain in the waiting area during class time.
- *punctuality* is appreciated: students are expected to arrive on time so the class may begin as scheduled.
- students should be picked up no later than 5-10 minutes after their class concludes unless prior arrangements have been made with the teacher.

**FULL POLICIES for MUSIC CLASSES**

*Babies Music, Toddler's Music, Music and Me, Kids N Keys, Little Voices, etc.*

1. Registration and fees are due one week before the first day of the class. Please call for late registration.
2. Full payment is required upon enrollment. Payment secures reservation for classes.
3. No refunds once enrolled. A complete refund will be given if a class is cancelled due to low enrollment.
4. No refunds for missed classes.
5. Your class will be confirmed by email or phone one week prior to the first session.
6. We reserve the right to dismiss any student without refund who disrupts the experience for other students.

ALL CLASSES stress a non-competitive atmosphere within a structured daily schedule. Additional class dates and times may be added if maximum enrollment is exceeded. ALL FEES include materials unless otherwise noted.