



Lifelong Music Academy After School Music Programs 2022-2023 Policies and Procedures

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Discount, Withdrawal, and Refund Policies

The Lifelong Learning Institute is a self-sustaining program of the Franklin Public Schools. The success of our program relies on your participation and tuition. The following policies apply to The Band School of Franklin, The String School of Franklin, and Elementary Glee. Private Music Lesson policies are separate.

Course Discounts*

Employee Discount: Town of Franklin employees who regularly work 20 or more hours per week during the school year may enroll their minor children in courses at a 10% discount with the exception of Private Music Lessons.

Need-Based Scholarships → **New Policy****

Qualifications

Scholarships are available for Franklin Public Schools students in K-12 who are registering for classes held at a FPS location and who are currently eligible and have been approved*** for free or reduced lunch can receive one scholarship per quarter (Fall, Winter, Spring, Summer) in any of the following Lifelong Learning Institute programs: Community Learning, Music Academy, Solutions Extended Learning, or Summer Programs.

Example: Using a Scholarship for a course covering multiple quarters means the student is ineligible for additional scholarships in any of the included quarters.

Scholarship Fees → **Effective for classes starting 9/1/22 or after**

The student will receive a discounted price based on their free or reduced lunch eligibility/approval as follows:

- Free Lunch = 90% discount off the class fee
- Reduced Lunch = 50% discount off the class fee

Payment is due at the time of registration and follows our class withdrawal/cancellation policy.

- * Discounts cannot be combined - only one discount per class.
- ** Does not include private vendor classes, Private Music Lessons, Solutions Extended Day, or Solutions Summer Adventure.
- *** For more information on Free and Reduced Lunch or to apply online [click here](#). A new application must be filled out for each school year.

Withdrawal/Refund Policy

A student may be withdrawn from their Band, Strings, or Elementary Glee program up until the end of business day on November 4, 2022. All withdrawals must be done in writing via email to MusicAcademy@franklinps.net. In that case, a refund for the remaining classes on the lesson calendar, less a \$15 processing fee, will be provided. There are no refunds for any reason after Nov. 4, 2022.



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Drop-Off and Pick-Up:

Parents/guardians of elementary school students:

- a. Drop-off: Parents/guardians need to enter the building, escort their child to the music classroom, and sign-in.
- b. During lesson: Parents/guardians may wait in the lobby, wait at the tables outside the auditorium, wait in their cars, or leave and come back.
- c. Pick-up: Parents/guardians go to the classroom and sign-out their child from the lesson.
- d. If a person other than the parent/guardian is to pick up an elementary student, the parent/guardian must email the Lifelong Music Academy office in advance to notify them of the change. Please email: MusicAcademy@franklinps.net.
- e. Only individuals 18+ may pick up a child. Under special circumstances, a parent/guardian may request the age requirement be waived. Please email MusicAcademy@franklinps.net.

Parents/guardians of middle school students:

- a. Drop off: Parents/guardians of middle school students may drop their child off from the car drop off lane or may accompany their child into the building.
- b. If a parent/guardian decides to drop off their middle school child, they need to wait until their child has safely entered the building before leaving the drop-off area. If the parent/guardian is uncertain as to whether class is meeting, please park and escort your child into the building.
- c. During lesson: Parents/guardians may wait in the lobby, wait at the tables outside the auditorium, wait in their cars, or leave and come back.
- d. Pick up: Parents/guardians may meet their child in the lobby or wait outside in the car pickup lane.

Parents/guardians are expected to be on time for pick-up. It is not the responsibility of our instructors to watch their child after class has ended.

Nurse: There is *no nurse on duty* during Lifelong Music Academy after-school classes.

Absences: If a student will be absent on the day of a lesson, please email the Lifelong Music Academy office. Email: MusicAcademy@franklinps.net.

Class Cancellations: When classes are canceled due to inclement weather or other unexpected reasons, notice to parents/guardians will be given immediately after our office is informed of the situation. Canceled classes are not made up.