



## Lifelong Music Academy Private Music Lesson Program Important Policies 2023-20234

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**PLEASE NOTE:** By enrolling in the Lifelong Music Academy's Private Music Lesson Program, students and families agree to the following important policies.

### **Lesson Commitment:**

By enrolling in the Private Music Lesson Program, students agree to attend lessons from the date of their first lesson through May 2024. ***Please take this commitment into consideration before registering.*** Lessons may be started at any time and the payment is prorated from the start date.

### **Scheduling of Lessons:**

The student's time slot will be scheduled by the Music Academy office. The day and time will be provided in a confirmation email, including the start date and a link to pay for the current Payment Period.

### **Where to Go:**

Students should arrive at Franklin High School 5-10 minutes before their lesson start time. Enter through the Community doors (gym/voting entrance) on the left end of the building closest to the gym. Press the buzzer on the wall and you will be let in. Turn right; we are the first office on the right, Room 137. **Students must sign in and out of every lesson.** After signing in, they can go to the lesson room.

### **Drop-Off and Pick-Up:**

**Elementary students:** For drop-off of students in grades 2-5, parent/guardian must enter the building with the student, bring them to the Lifelong Music Academy office, and sign them in. For pick-up, parent/guardian must enter the building and come to the office to pick up the student. ***Please be on time for pick-up.***

**Middle School and High School students:** Students in 6-12 grade may enter the building by themselves, sign themselves in and out at the Lifelong Music Academy office, and leave the building by themselves.

### **Payment Policy:**

The 2023-2024 tuition is divided into 3 payments. The first payment is due upon registration. You will be given the specific amount due for the first payment when you receive a confirmation email. ***A student may not begin lessons until the first payment has been made.***

The second payment is due by December 1, 2023. The final payment is due March 1, 2024. Notice of at least 10 business days will be given via email prior to each of these payment due dates. Please make sure the office has your current email address. ***If payment is not received by the stated due date, lessons will not be provided until payment is received.***

### **Withdrawals & Refunds:**

As noted in the "Lesson Commitment" section of these Policies, when enrolling in the Private Music Lesson Program, students agree to attend lessons from the date of their first lesson through May 2024. Therefore, once any payment has been made, that payment is non-refundable. Withdrawal from the Private Music Lesson Program results in forfeit of any payment, and results in forfeit of any makeup lessons owed.



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### **Student Absences & Make-Up Lessons:**

Once you have a confirmed lesson time slot, you are financially responsible for that time slot, whether or not you are able to attend the lessons each week. That said, we do allow certain absences to be made up:

- Each student is permitted one absence per school year for any reason (illness, travel, etc.) that will be made up. **NOTE:** Absences beyond the one permitted will not be made up and no refunds will be issued.
- Students in grades 6-12 enrolled in a Franklin Public Schools music ensemble during the school day are permitted one additional excused absence per year for a lesson that directly conflicts with a required school concert. *The FPS concert date, time, and the student's participation will be verified in order to qualify for a makeup lesson.*

**TO NOTIFY US OF AN ABSENCE:** The office must be notified via email by 10:30 AM on the lesson day for any absence. Email: [MusicAcademy@franklinps.net](mailto:MusicAcademy@franklinps.net). **No makeup lesson will be given for a lesson missed without proper email notification. IMPORTANT: Emails directly to teachers do not count as proper notification.**

Makeup lessons are scheduled during the 3 designated makeup weeks at the end of the program year, May 20, 2024 through June 10, 2024. Some makeup lessons may be scheduled during the year if needed. If a student misses a makeup lesson for any reason, it is forfeit.

### **Student Illness:**

As a common courtesy, if a student says home from school or work because they are sick, they should not attend their lesson that day. Follow the instructions above to notify us of the absence.

### **Teacher Absences:**

When a teacher must miss a lesson, notice to the parent/guardian will be given immediately after our office is informed of the situation. Teacher absences will be made up. In extreme circumstances, due to a teacher's extended illness or other unforeseen circumstances, a refund may be issued at the discretion of the Director.

### **Weather or Other Cancellations Absences:**

If Franklin Public Schools are closed for weather or other unexpected reasons, Private Lessons are also canceled. If Franklin Public Schools afternoon/evening activities are canceled for any reason, Private Lessons are also canceled. Lifelong Music Academy will send an email and/or text message in either case.

Lessons canceled for unexpected reasons will be made up. If all efforts to make up the lesson(s) are unsuccessful, a refund may be issued at the discretion of the Director.

### **Nurse:**

There is no nurse present in the schools after the end of the school day. Therefore, there is no nurse available during the hours when Private Music Lessons are held.