



## Lifelong Music Academy Private Music Lesson Program Important Policies 2021-2022

PAGE 1

### **PLEASE NOTE:**

- (1) By enrolling in the Lifelong Music Academy's Private Music Lesson Program, students and families agree to the following policies.
- (2) Based on the possibility that lessons may switch from in-person to remote this year due to the pandemic, each policy has a notation whether it will apply to in-person lessons, virtual (remote) lessons, or both.

### **Lesson Commitment (In-Person or Virtual):**

For all lessons: By enrolling in the Private Music Lesson Program, students agree to attend lessons from the date of their first lesson through May 2022. Please take this commitment into consideration before registering. Lessons may be started at any time and the payment is pro-rated from the start date.

For virtual lessons (if required): If we need to switch to remote lessons due to the pandemic, some families or teachers may not want to continue lessons. Until this situation actually happens, we cannot define a specific policy regarding the lesson commitment. If this situation arises, we will contact families with more information.

### **Payment Policy (In-Person or Virtual):**

The 2021-2022 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, 2021. The final payment is due March 1, 2022. 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.***

### **Scheduling of Lessons (In-Person or Virtual):**

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

### **How Lessons Will Take Place:**

For in person lessons: Students should arrive at Franklin High School 5-10 minutes before their lesson start time. Enter through the Community doors 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.

For virtual lessons (if required): Each instructor will use their own preferred video chat platform, and have been provided information on how to make the sessions secure with passwords, waiting rooms, or other methods. Each instructor will be given the primary email address provided at the time of student's registration, and will send an email to confirm the video chat platform that will be used for lessons. They will provide the necessary link and (if needed) the password to join the lessons.



**Lifelong Music Academy  
Private Music Lesson Program  
Important Policies 2021-2022**

**PAGE 2**

**Drop-Off and Pick-Up (In-Person):**

**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 Lifelong Music Academy office to pick up the student. *Parents/guardians are expected to 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.

**Student Absences & Make-Up Lessons (In-Person or Virtual):**

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. Subsequent missed lessons will not be made up and no refunds will be issued.
- In addition, students in grades 6-12 enrolled in a Franklin Public Schools music ensemble during the school day are permitted one additional excused absence 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.* Subsequent missed lessons will not be made up and no refunds will be issued.

**TO NOTIFY US OF AN ABSENCE:** The office must be notified via email by 10 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 23, 2022 through June 13, 2022. Some makeup lessons may be scheduled during the year if needed. If a student misses a makeup lesson for any reason, it is forfeit.

**Teacher Absences (In-Person & Virtual):**

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 extended illness or other unforeseen circumstances, a refund may be issued at the discretion of the Director.

**Weather or Other Cancellations Absences (In-Person):**

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

Lessons cancelled 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.



**Lifelong Music Academy  
Private Music Lesson Program  
Important Policies 2021-2022**

**PAGE 3**

**Withdrawals & Refunds (In-Person or Virtual):**

Withdrawal from private lessons may be requested via email to the Lifelong Music Academy Director within the student's first three lessons only. Email: [MusicAcademy@franklinps.net](mailto:MusicAcademy@franklinps.net). As a courtesy to our instructors and staff, if written notice is not given at least 2 business days prior to the 4<sup>th</sup> lesson, that lesson will not be refunded. The two-day notice gives us time to adjust the schedule, moving other students if necessary. If a withdrawal is approved by the Director, a refund of any unused, paid lessons may be made, less a \$15 processing fee.

**Allergies and Medical Conditions (In-Person):**

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.

If a student has a life-threatening allergy or medical condition, it is the responsibility of the parent/guardian to (1) complete the relevant section of the Private Music Lesson Registration Form, and (2) supply the Lifelong Music Academy office with any necessary medical supplies such as an inhaler or EpiPen®.