

Instrumental and Vocal Private Lesson Program -- *Spring 2011*

Private instrumental/vocal instruction is available at the Dover-Sherborn Public Schools.

Semester 11 begins in January/February and runs through May/June 2011. Students register for a fifteen week program each semester. Instruction is available in 30, 45 and 60 minute lessons. See rate information below.

Fifteen 30 minute weekly lessons = \$450

Fifteen 45 minute weekly lessons = \$595

Fifteen 1 hour weekly lessons = \$750

(Students will also be required to purchase text/music books as part of their lesson plan. Book information will be provided by the instructor.)

Registration forms and full payment for Semester 11 is due within two weeks after the first lesson.

Completed registrations and payments (made out to **TWD MUSIC**) should be mailed to 230 Causeway Street, Medfield, MA 02052, Attention: Private Lesson Program.

An instructor will contact you to confirm your application and schedule a lesson time. Please be advised that the instructors will make every effort to work with you on scheduling, however spaces and times may be limited.

Private Lesson Registration Form 2010/2011 Semester 11

Student Name: _____ Grade: _____

Phone _____

E-mail _____

LESSON STATUS/TEACHER ASSIGNMENT

• New Student _____ • Returning Student _____

• We would like to schedule lessons with: _____

INSTRUMENT SELECTION/LESSONS (circle)

Voice Flute Clarinet Saxophone Trumpet

French Horn Guitar Baritone Horn Trombone

 Tuba Percussion Drum Set Oboe

We are interested in:

_____ Fifteen 30 minute weekly lessons = \$450

_____ Fifteen 45 minute weekly lessons = \$595

_____ Fifteen 1 hour weekly lessons = \$750

My child has permission to participate in the Private Lesson Program.

I understand that I am responsible for transportation to and from lessons and am aware of the policies and procedures outlined on the back of this form.

A semester's payment of \$ _____ is attached.

Signature of parent/guardian

Date

Please make all checks out to **TWD MUSIC**. Completed applications and payment should be mailed to 230 Causeway St. Medfield, MA 02052 or dropped off at the D-S Middle School Office, attention Mr. Duprey.

Policies and Procedures for the Private Lesson Program.

Note: a more detailed Policies and Procedures document is available from your instructor.

- No tuition refunds will be made after the first two weeks of lessons, unless extenuating circumstances apply.
- Lesson tuition must be paid in full before instruction begins. A \$15 late payment fee will be applied for any tuition received more than two weeks after the initial due date.
- Students are expected to report promptly to lessons. Tardiness will result in shorter instructional periods.
- All lessons missed due to teacher absence will be made up. All arrangements for make-up lessons will be made directly by the private teacher. If the teacher has to miss because of sudden illness, inclement weather, etc., the teacher is responsible for informing the school, as well as each student of their absence that day.
- There are no make-up lessons for students who simply do not appear at lesson time. Teachers should be given a minimum of 24 hours notice before absence when possible and any make-up lesson(s) will be at the instructor's discretion.
- Students who need to miss a lesson may pre-arrange to swap times with another student. The private teacher must be notified ahead of time of such changes.
- **Lessons will not be made up when students are absent due to:**
 - school cancellations (snow days, etc.,)
 - family or school activities (vacations, sporting events, class trips, etc.)
- Lessons will occur on the day before a holiday break unless the teacher cancels them. Cancelled lessons will be made up.
- Students who are in school, but incapacitated in some way (injury, etc.) or students who have forgotten their instruments on lesson day, should report for their lesson as usual. Teacher will provide individualized lessons in musicianship and music theory for students who are temporarily unable to play. If lack of preparation becomes an on-going problem (no music, no instrument, etc.), the instructor may choose to send the student home.