



FRISCO SCHOOL OF
music

SCHOOL POLICIES

(Private Lessons, Labs, Bands)

SCHEDULE: The school calendar runs yearly through July. You will have the same lesson appointment time each week. Students do not pay for FSM holiday weeks (see Teaching Schedule for details). Tuition is non-refundable and non-transferable, and summer lessons are included. Any permanent schedule change requests must be received in our office seven days in advance of your current lesson day (faculty cannot make schedule changes). Group classes must meet their minimum enrollment to continue on the schedule.

MISSED LESSONS: Students are required to inform the office of any missed lessons to qualify for the Make-Up Workshops listed below. Missed lessons are not refundable. If a student is ill they should not attend their lesson. **Private Student Make-Up Workshops:** We offer seven one-hour group music workshops during the year for private students who miss a lesson – see Calendar of Events for specific dates (*faculty cannot reschedule lesson times or schedule a student for a workshop*). **Band Schools:** Make-up classes are not available for Bands. **Group Student Make-Up Workshops:** We offer five one-hour group music workshops scheduled over the summer for group students who miss a class during June/July/August (due to limited class size, make-ups are not available for missed classes through May) – see Calendar of Events for specific dates. Once a student is on our make-up workshop schedule and their space has been reserved (and the date has passed and they missed their time), that make-up is not able to be re-scheduled. **Quick Start Students:** Quick Start lessons cannot be rescheduled and no make-ups are available.

TARDY ARRIVAL: Students arriving late will not have their lesson time extended. Students who arrive late by more than half their lesson period will be considered absent.

INCLEMENT WEATHER: In case of bad weather, please check our website for updates. We follow the local ISD for closings. If our school closes due to inclement weather, students missing lessons on that day will receive a tuition refund.

HOME INSTRUMENTS, TUNERS AND METRONOMES, BOOKS: Please maintain your instrument in good repair. If a student's instrument is not available on the day of a lesson, students are still required to attend their lesson, and the teacher will reinforce general music learning during the lesson time. Bring your tuner/metronome to your lesson. Students are required to bring their music with them to each lesson. If music is lost, immediately report this to the office and we will order you another copy (at your cost). Students who do not bring music to Band rehearsals may not be able to participate (we do not stock extra copies of all issued music).

WAITING ROOM, DROP-OFF, PICK-UP: The waiting room area is provided as a courtesy to the students and it is expected that everyone wait quietly, without disturbing ongoing lessons. Please be aware that THE WAITING ROOM IS NOT SUPERVISED. Food and drinks are not allowed in the School. Please drop off students no more than five minutes prior to the scheduled lesson time and pick them up promptly. Students should come to the office if their teacher does not greet them at lesson time.

DISCONTINUING LESSONS: Most students are with us for three years and beyond. If you cannot continue lessons at our School then we will certainly be "Sad-To-See-You-Go". Registration is for our teaching year through July and summer lessons are included. There is no long term contract. To withdraw and suspend automatic tuition charges, one full month prior notification in writing from the first of the month is required, even if the first of the month is a School Holiday. "Sad-To-See-You-Go" Forms are available in our office, and withdrawal by telephone is not accepted. Faxing and email are not a reliable way to insure receipt of your form and it is the students' responsibility to ensure that FSM is in receipt of their withdrawal paperwork on the 1st of the month (call our office to confirm receipt of your paperwork). Tuition is not refundable, and not transferable. If a one full month notice is not

provided, the fees and outstanding tuition (including tuition fees for the entire month) are still due and payable. **Last day to withdraw is May 1st.** Any reduction in series requires a 30-day notice from the 1st of the month.

FUNDS UNAVAILABLE FEE: \$25.00

MATERIALS DEPOSIT: Materials Deposits will be held in each students account. Deductions are made from this account as materials are purchased and issued to the student (includes music, materials, and any other fees). When materials balance reaches \$15.00 or less, an additional \$30 deposit is required (credit card customers accounts will be automatically charged and notified by email, check students will be notified to submit an additional \$30.00). All account credits will be returned yearly, in the fall.

Photo Release: The school is hereby granted permission to take photographs/video/audio of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs/video/audio in its name.

SCHOOL DRESS CODE: Students dress appropriately at our school. No inappropriate pictures or slogans, or other mode of clothing that is deemed disruptive by the teachers or administrators is allowed.

SCHOOL INSTRUMENTS AND EQUIPMENT: Students are expected to treat FSM instruments and equipment with appropriate respect. Young students will be taught by Faculty how to use all instruments and equipment safely. Students/families are responsible to fix or replace any damaged or broken instruments and equipment due to miss-use or abuse by students.

PARENT VISITATION AND PROGRESS REPORTS: **Private lesson students:** Parents are encouraged to attend the private lessons. Time is set aside at least twice per year for conferences/progress reports, and to visit with the faculty regarding their children's progress. **Lab students:** You will be notified of Parent Performance Days, usually scheduled four times per year. The last 5 minutes of each weekly class is reserved for parent questions and assignment clarification.

PRACTICE: Learning a skill requires home practice. Students should follow their teachers practice suggestions. Seven year olds and up should have a positive practice incentive program in place and parents are asked to sit in on lessons to observe – call our office for age appropriate ideas. It is normal to have ups and downs in practice motivation throughout the year. We all have busy lives, but practicing just 15 or 20 minutes four or five times a week will gradually increase skill and confidence. With more practice time, comfort and ability will increase rapidly and make music study much more fun and rewarding. Ask us about "The Practice Club"- earn a prize token for 5 days of practice, and a chance to win a gift card twice per year.

FACULTY: The School will assign a teacher deemed best suited to the student's needs. You will have the same teacher each week. Faculty are professional musicians and teachers, however they are not trained to teach students with special needs or learning disabilities. In the event a teacher is ill, a substitute will be provided. The School reserves the right to substitute or change the student's teacher assignment at any time. Please contact the Director if you wish to request a change in teacher assignment.

COMMUNICATION: FSM sends updates and reminders by email, so it is essential that we have your correct email address. Families may contact our Faculty at music@friscoschoolofmusic.com, or call the office to leave a message, or speak with teachers during their private lesson time or the last 5 minutes of group class.