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# PARENT/STUDENT REMINDERS & CALENDAR

## **2008-2009 DATES MUSIC & MORE WILL BE CLOSED**

Thanksgiving: Nov. 27 - 30, 2008 , Christmas: Dec. 24, 2008 - Jan. 2, 2009, Spring Break: April 8-13, 2009 , Memorial Day: May 25, 2009, Independence Day: July 4-5, 2009, Labor Day Break: Aug. 28 –Sept 2, 2009

**ANNUAL \$15 REGISTRATION FEE DUE** BY THE END OF EACH SEPTEMBER FOR ALL ONGOING STUDENTS; \$30 FAMILY RATE AFTER MORE THAN TWO FAMILY MEMBERS ARE PARTICIPATING AT MUSIC & MORE.

### **TUITION PAYMENTS**

Tuitions are **due the 1st of the month** with a one-week grace period allowed. A **\$10 late fee** must be added to payments made after the 7th and be postmarked by the 7th if paying by mail. A fee of **\$15.00** will be charged for any checks returned for insufficient funds. **When paying the teacher directly is not possible**, checks for lesson/class or registration fees can be left in the **tuition payment box located in the theater lobby/office next to the secretary's desk**. Please indicate the students name & class information and what the amount represents (tuition, registration, materials fee, etc) on the payment.

### **CANCELLATION POLICY**

Please notify both Music & More and the instructor when discontinuing. **A one month's notice and one month's payment is required when a student or parent decides to discontinue a class or private/group lesson.** M & M will provide a Cancellation Form and asks you to complete and return it to our office along with the required one-month's notice tuition/lesson fee. Students are encouraged and welcome to continue with their classes/lesson for that month.

### **PERFORMANCE ORIENTED CLASSES**

Students enrolled in **DRAMA, VOICE, CHORUS AND SPECIAL WORKSHOPS** should plan to attend additional classes (without added tuition) for polishing, rehearsals and brush-ups, which are generally scheduled 2-3 weeks prior to performances dates. These dates are scheduled at the teacher's discretion depending on the readiness of the group.

### **PRIVATE LESSON EXPECTATIONS**

- Students need to arrive on time as teachers have to observe the regular scheduled lesson time limits.
- Students are expected to keep their instruments in good repair.
- Teachers will expect students to practice regularly. A daily practice routine is very important for the student's growth and development as a musician/artist.

### **EDUCATIONAL VOLUNTEER TASKS FOR STUDENTS & PARENTS**

Volunteers are always welcome and needed to help with our concerts and theatre productions. Areas of need include: technical crew, scenery construction, make-up, ushers, tickets, refreshments, etc.

**MUSIC & MORE INFORMATION WEBPAGE** for information about Music & More Theater performances, listing of instructional classes and other news, please see [www.musicandmore.net](http://www.musicandmore.net)

# *Music & More Arts Academy*

## *2007-2008*

Dear Students and Parents,

Your continued support and care is greatly appreciated. Classes and lessons will continue at the DeWitt Theatre. Check our website: [www.musicandmore.net](http://www.musicandmore.net) for new classes and workshops.

Please read the following information carefully as it will help our program operate efficiently and benefit both students and staff.

- Make certain you have read and completed the Registration Form. A \$15 Annual Registration Fee is due at the first lesson and made payable to Music & More Arts Academy. Individuals registered this summer do not have to pay the \$15 Registration Fee again.
- The yearly tuition fee is divided into 12 monthly installments. This flat fee covers the months with five lessons so no extra fee for the fifth lesson is expected. Lesson fees are to be paid the first week of the month. A \$15 late fee must be added to payments made after the 7<sup>th</sup>. Lesson fees are paid directly to the individual teacher not Music & More.
- Music & More will be closed for the major holidays which include, *Labor Day, Thanksgiving, Christmas, Easter, Independence Day and Memorial Day. (See Calendar with registration form).* Because some months have an extra lesson, full monthly fees will be expected during vacation periods.
- Teachers will make up all lessons they miss or deduct from next month's fee. Because of full schedules and studio limitations, lessons missed by students cannot be made up. However, some group lessons can be made up by attending another class.
- The lesson time allotted for the individual student must not flow into another student's time. Therefore, promptness is important so he/she receives a full lesson.
- Students stopping lessons are required to give their teacher one month's prior notice.
- *Practice Is The Key To Progress.* We encourage and expect students to practice on a daily basis.
- Check with your teacher regarding student recitals and performances.

If you have any questions, concerns or suggestions contact Mike or Kay Coder at 530-885-0594  
email: [kaycoder@hotmail.com](mailto:kaycoder@hotmail.com)

# **MUSIC AND MORE STUDENT AGREEMENT**

*Music & More values and appreciates every staff member, student and parent/guardian. Our 25 teachers are highly trained individuals, most of whom are professional performers. Students have the opportunity to receive training usually found only in large cities. The transportation, convenience and reasonable fees our teachers charge, compared with those in large metropolitan areas, allows more students to experience the benefits of quality arts education.*

Tuition & Lesson Fees are payable directly to each teacher, and are due at the first lesson of each month. The teachers are independent contractors. No fee adjustments will be made for shorter months and teachers do not charge extra for months with five lessons. The total number of “five week months” in the years compensate for the dates when Music & More is closed for National holidays. Fees are payable monthly, quarterly or by semester. Tuitions are due the 1<sup>st</sup> of the month with a one-week grace period allowed. A \$10 late fee must be added to payments made after the 7<sup>th</sup> and be postmarked by the 7<sup>th</sup> if paying by mail. A fee of \$15.00 will be charged for any checks returned for insufficient funds. Since teaching music lesson is many of our instructor’s primary source of income, prompt payments are greatly appreciated.

Make-ups, Credit or Refunds will be given for any lesson missed by the teacher, with the exception of our scheduled holidays, but will not be given for private lessons missed or canceled by the student. Most teachers have heavy teaching schedules and performance commitments and have neither the time or space available for re-scheduling missed lessons. Some missed children’s group classes can be made up in other classes if arranged with the teachers.

Cancellation Policy Please notify both Music & More and the instructor if you are discontinuing lessons. A one month’s notice and one month’s payment is required when a parent or student decides to discontinue a class or private/group lesson. Music & More will provide a Cancellation Form and ask clients to complete and return it to our school located at DeWitt Theater, 11596 D Street, Auburn –or- mail it to our office: Music & More, 10701 Mount Vernon Road, Auburn, Ca 95603 along with the required one-month’s tuition/lesson fee. Students are encouraged and welcome to continue with their class/lesson for that month.

Liability of Music & More Parent’s/Guardians are required to meet students immediately after lesson/classes for safety reasons and in fairness to the teaching staff and operation of Music & More. Music & More teachers and owners are free and harmless for liability of any kind to any student, person or child before or after Music & More activities arising out of, or related to, the failure of the student to arrive at a lesson on time or leave the business premises at the conclusion of the lesson, class or activity. Teachers are responsible for their own insurance on any equipment they provide for instruction with students.

Annual Registration Fee A non-refundable \$15 annual registration fee, payable to Music and More, is due when students register for the first time at the Academy. Re-registration is required each September thereafter for ongoing students. We apply a \$25 family rate when more than 2 family members enroll at Music & More within the year. Registration fees paid by “first time” students enrolled during the summer session will be credited for the following September through August school year.

## **Mailing Address:**

**MUSIC & MORE ARTS ACADEMY AND THEATER, 10701 Mount Vernon Road, Auburn, Ca 95603**

## **Location of Music & More Academy and Theater:**

**DeWitt Theater is located in the DeWitt Center at 11596 D. Ave. Auburn, California.”**

# STUDENT REGISTRATION RECORD

PLEASE COMPLETE A SEPARATE FORM FOR EACH FAMILY MEMBER

<u>ANNUAL REGISTRATION</u>	
<u>Paid</u>	<u>Year</u>
_____	_____
_____	_____
_____	_____

TODAY'S DATE \_\_\_\_\_

- \_\_\_\_\_ NEW MUSIC & MORE STUDENT: \$15 ANNUAL FEE; \$30 FAMILY RATE
- \_\_\_\_\_ RE-REGISTRATION FEE: ANNUAL \$15 REGISTRATION FEE DUE  
IN SEPTEMBER FOR ALL ONGOING STUDENTS
- \_\_\_\_\_ NEW CHARTER SCHOOL STUDENT: \$ 15 ANNUAL FEE ; \$30 FAMILY RATE

PLEASE PRINT CLEARLY

STUDENT'S FULL NAME		DATE OF BIRTH	M/F	AGE	GRADE	SCHOOL PRESENTLY ATTENDING
CLASS TITLE OR LESSONS	LESSON/CLASS INSTRUCTOR	CLASS DAY	CLASS TIME	TUITION \$ PER		
MOTHER'S FULL NAME	FATHER'S FULL NAME		GUARDIAN'S FULL NAME			
MAILING ADDRESS				CITY	STATE	ZIP CODE
HOME PHONE ( )	MOM'S WORK PHONE ( )	DAD'S WORK PHONE ( )	STUDENT'S WORK PHONE ( )	CELLULAR/BEEPER ( )		
PERSON TO CONTACT IN CASE OF EMERGENCY		PHONE NUMBER ( )	RELATIONSHIP			
IMPORTANT MEDICAL INFORMATION		FAX NUMBER ( )	E-MAIL INFORMATION			

***REGISTRATION FEES AND FIRST MONTH'S TUITION PAYMENTS ARE DUE AT THE TIME OF REGISTRATION.***

Note: Teachers are Independent Contractors, therefore Lesson payments are made out to the individual teachers, Registration Fees to Music & More Arts Academy.

**I HAVE READ AND UNDERSTAND THE REGISTRATION INFORMATION.**

\_\_\_\_\_ DATE                      \_\_\_\_\_ PARENT / GUARDIAN SIGNATURE                      \_\_\_\_\_ STUDENT SIGNATURE