

# The Music Staff's 2023-2024 Policy

4008 Grant Court, Chesapeake, VA 23321  
School Term September 6 - June 11, 2024

757-647-0316

email [lessons@TheMusicStaff.com](mailto:lessons@TheMusicStaff.com)  
Summer July 1 – August 21, 2024

## LESSONS ( )

- **Commitment** includes entire year; **4 weeks notice** required if stopping prior to the end of the term
- **Make-ups** are *only* given for illness, school activities, and family trips with **24 hours prior notice**
- **Refunds, credits, and make-ups** are not given for other missed lessons
- **Performance or small group classes** are in lieu of that week's private lesson

## PARENT RESPONSIBILITIES ( )

- Make child's weekly lesson time a priority
- Encourage and oversee home practice in an area free from distractions
- Be involved by reinforcing what the teacher has assigned
- Sit and listen to home practice at least one time a week
- Provide opportunities for student to hear classical music and attend live performances
- Assist student in keeping a practice log for accountability when suggested by teacher

## STUDENT RESPONSIBILITIES ( )

- Arrive at lessons on time with all necessary books, a good attitude, and ready to learn
- Check weekly assignments to be sure everything is practiced or completed
- Set a consistent daily practice time free from distractions
- Be consistent with practice a minimum of 5 days a week
- Find opportunities to play for family and friends

## RECITALS and AUDITIONS ( )

- **TMS recitals** are listed on The Music Staff's website
- **TMTF recitals** are held in November and February; date, time and location TBA
- **TMTF Play-A-Thon**, a music scholarship fund-raiser in December, is another performance opportunity
- **TMTF Levels of Progress** in March is a one-on-one evaluation for students of all ages and abilities
- **TMTF** and **VMTA** events are encouraged when recommended by the teacher

## TUITION ( )

- **Tuition** is payable in 10 monthly installments covering 36 school term lessons and 4 summer lessons
- **Payment** is due monthly by the 10<sup>th</sup> of each month September - June
- **\$10 late fee** is added after the 15<sup>th</sup> of the month
- **Payment** may be made by cash or check payable to The Music Staff
- **Additional summer lessons** may be scheduled with the payment due in July
- **Books and audition fees** are added to each student's account and paid in addition to the monthly tuition

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***TO REGISTRATION for 2023-2024 PRIVATE LESSONS:***  
***Initial each section above, then sign and return with first installment by AUGUST 15th***

Student(s) Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s) Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Emergency Contact \_\_\_\_\_

Length of Lesson(s) 30" \_\_\_ 45" \_\_\_ 60" \_\_\_ Day & Time of Lesson \_\_\_\_\_

Instructor ( ) Mary Ann Medlin c 757-647-0316 ( ) Christine Butler. c 757-582-6286

Person Responsible for Financial Commitment \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Email \_\_\_\_\_

( ) 10 installments Sept - June 30 min lessons Monthly installment per student \$112

( ) 10 installments Sept - June 45 min lessons Monthly installment per student \$168

( ) 10 installments Sept - June 60 min lessons Monthly installment per student \$216

**Total Monthly Tuition Installment \$ \_\_\_\_\_**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date