

# The Music Staff's 2024-2025 Policy

4008 Grant Court, Chesapeake, VA \* 757-647-0316 \* email [lessons@TheMusicStaff.com](mailto:lessons@TheMusicStaff.com)  
School Term September 5, 2024 - June 18, 2025 Summer July 7 – August 21, 2025

## LESSONS ( )

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

## PARENT RESPONSIBILITIES ( )

- Please make child's weekly lesson time a priority
- Encourage and oversee home practice in a suitable area free from distractions
- Assist in scheduling daily practice for at least five days a week to insure progress
- Be involved by listening to home practice at least one time a week

## STUDENT RESPONSIBILITIES ( )

- Be responsible for bringing necessary books to the lesson; this is *not* the parent's job
- Arrive at lessons on time with a good attitude and ready to learn
- Check weekly assignments to be sure everything is practiced or completed
- Set a daily practice time and be consistent with practice a minimum of 5 days a week
- Find opportunities during the week 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 event
- **TMTF Levels of Progress** in March is a one-on-one evaluation for students, 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 + 4 summer lessons
- **Payment** is due the 1st of the month; **\$15 late fee** added if not received by the 15th of the month
- **Books and audition fees** are in addition to monthly tuition; please pay *exact* amount each month
- **Additional summer lessons** may be scheduled with the payment due in July
- **Payment to The Music Staff** may be made by cash, check or Zelle.

**Please initial each section, then sign and return the bottom section by Sept 1st. Please update contact information.**

---

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 September – June	30 min lessons	Monthly Installment per student \$120.00
( ) 10 installments September – June	45 min lessons	Monthly Installment per student \$180.00
( ) 10 installments September – June	1 hour lessons	Monthly Installment per student \$232.00
		<b>Total Monthly Tuition Installment \$ _____</b>

Parent's Signature

Date