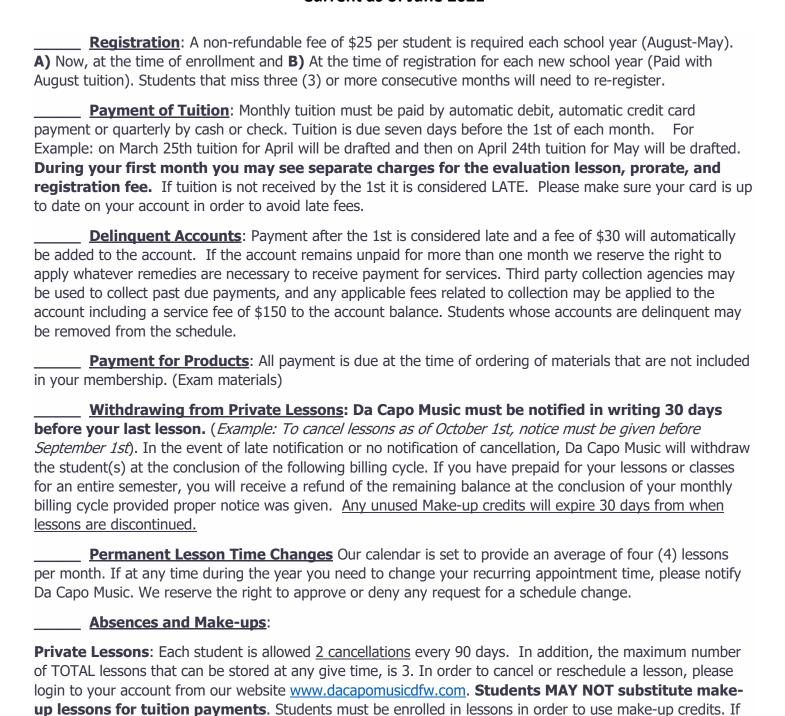
Policies and procedures Current as of June 2021



quick demo of the song they're working on, notes, exercises to do this week, sheet music, worksheets to practice etc. The content of the Spotlight Lesson will be up to the teacher.

*If your child is feeling ill, please call and request an online lesson for that day, PLEASE DO NOT BRING SICK

you need to cancel a lesson "same day" there is no need to contact us. No Make-up lesson will be given but your teacher will send you a Spotlight Lesson. It may include things like a short video from the teacher, a

*If your child is feeling ill, please call and request an online lesson for that day. PLEASE DO NOT BRING SICK CHILDREN TO THE STUDIO!

*Our system requires 18 hours notice to cancel a lesson and receive a Make-Up credit. This can be done through the online platform found on our website. Keep in mind that once a make-up lesson is scheduled, it cannot be rescheduled. If this lesson is cancelled, no make-up credit will be issued.

Group Classes : No make-up is available if a student is absent from a group class. If an instructor is absent ither a sub will be provided or, if a sub is not available, the tuition for that group class will be credited to the bllowing month's tuition.
Substitutions : Da Capo Music reserves the right to provide a substitute teacher (private lessons or roup classes) if the regularly scheduled teacher is ill or is otherwise unable to teach the class. If the tudent/parent refuses to have a lesson with a substitute teacher the missed lesson will be forfeited, and no dditional makeup will be provided for that absence. If the regularly scheduled teacher is unavailable and the chool can't arrange a substitute, the missed lessons will be made up at a later date.
Parent's/Students responsibility to be aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all Da Capo Music activities, such as recitals, extra classes and ates that we are open or closed. We will do our best to make sure you have access to this information tilizing some or all of the following: notices on the "Annual Student Calendar", our lobby announcements oard, through e-mails, our website, phone calls or by sending notices home. It is the responsibility of the arents or adult students to inform Da Capo Music of any changes in contact information to ensure a constant ow of information.
Scheduled Closures: Please refer to our "Annual Student Calendar" which is available at www.dacapomusicdfw.com. No makeup lessons will be given for closures shown on our Annual Student alendar.
Summer Schedules : Summer prorates/Lesson Holds may be utilized between June 1st and August 1st. You can prorate any weeks missed for a fee of \$10/week and still maintain your lesson time.
<u>Care of Students</u> : Da Capo Music is not responsible for providing before or after class care for tudents. Parents with students under the age of five (5) are to remain on the premises during classes. Please e on time to pick up your students.
<u>Injuries</u> : Parent/legal guardians of minor students and adult students waive the right to any legal ction for any injury sustained on or off of Da Capo Music's property resulting from normal activity or any ther activity conducted by the students before, during or after the class time.
Photo/Video Release : Da Capo Music is hereby granted permission to take video and or hotographs of the students during lessons, classes, events and performances to use in brochures, websites, osters, advertisements and other promotional material Da Capo Music creates. Permission is also hereby ranted for Da Capo Music to copyright such photographs or videos in its name.
Recitals: Participation in recitals is at the discretion of the teacher. Final decisions regarding recitals re approved by either the owners or General Manager of Da Capo Music.
. Makeups are defined as any lesson occurring outside of the regularly scheduled time due to student