



ACADEMY POLICIES

It is our belief that the right home and learning environment must exist in order for quality music to take place in a child's life. Parents and teachers both must be supportive of the child's learning in flexible and creative ways. These policies are meant to support the child's learning and prevent some of the most common hazards to the learning process. Please read them carefully, initial after each and sign at the end.

Attendance and Make Up Lessons

Regular attendance at lessons and classes is necessary for steady progress. Please understand that all of our teachers do this as their full time occupation, with full schedules of students every day, so rearranging lessons usually means inconveniencing other students. **Students are allowed a maximum of 1 make-up lessons per semester but must fit these make-ups into the teacher's schedule. If the teacher offers make-up lesson times and the student is unable to attend these times, the student forfeits the lesson.** Please give us 24 hours notice, if possible so that your lesson time may be used by someone else for a makeup. It is your responsibility to schedule the make-up lesson by phone with the front desk or by emailing us at admin@orpheusacademy.com. **Make up lessons need to be taken during the semester in which the lesson was missed. If you miss a make-up lesson for any reason it will not be made up: there are no make-ups for make-up lessons.** _____

Arrival and Departure

Please arrive on time; if you come late the lesson will still finish at the scheduled time. For parents who have more than one child taking lessons, please supervise your child while the other child is in the lesson. Bring activities or homework for the child to do. It is neither the instructor's nor the secretary's responsibility to supervise children in the waiting room. Parents are expected to pick up their children promptly at the conclusion of their lessons. No one will be supervising the children at the conclusion of lessons. _____

Practice Time

In order to learn music effectively and improve steadily, students should schedule a regular daily practice time. Practice should be done in a quiet, distraction-free area. It is very important for parents to supervise children between the age of 5- 10 during their practice time, especially during their first year of study. Refer to the enclosed suggestions on helping your child to practice and regularly discuss your child's practice routine with his or her teacher. _____

Parent Orientation

In order to help you and your child get the most out of lessons at Orpheus we periodically hold Parent Orientation nights. All parents need to attend the orientation night within their first

semester at Orpheus. The orientation will cover topics such as practice, our teaching philosophy and methods, recitals, and inspiring long-term motivation. _____

Parent-Teacher Communication

Regular parent-teacher communication is essential for steady and effective progress. Please call or email your teacher and take advantage of the parent observation weeks. Please respect the fact that teachers must start their next lessons on time and therefore generally cannot be expected to visit after the lessons. If you have any questions or concerns please contact either the teacher or the directors right away. Your concerns are important and we would like to address them promptly before problems arise. _____

Teaching Respect

We believe that learning to show respect is one of the most important lessons that students can learn through the serious study of music. Some things you can do to help us teach your child to show respect are to encourage them to refer to their teacher as “Mr.” or “Ms.” (first name), thank the teacher after each lesson, follow their teacher’s suggestions and not interrupt their teacher. _____

Payment Policy

All students receive an average of four lessons per month, even though some months may have more lessons and some fewer. Therefore tuition remains the same each month. In the summer, students may take longer lessons or multiple lessons per week in one month if they plan to be away a great deal in another month. Regardless, tuition remains the same. If a student begins in the middle of a semester we will usually pro-rate the first payment so that all future payments can be the same. If you wish to see how many lessons you have received and how many are left in any given semester, we will be happy to show you the teacher’s record of lessons taught. _____

Summer Study

Students frequently make the most musical progress during the summer months when they are more focused and have more time to practice. While we understand and try to accommodate summer travel schedules, it is mandatory that students who wish to continue at the Orpheus Academy sign up for summer lessons and classes. Our summer schedule is designed to be flexible with just about any vacation plans with a variety of exciting group classes, lesson intensives and special performances to help the summer be a time of continued progress and development. _____

Termination of Lessons

If a student wishes to discontinue lessons they must fill out a withdrawal form at the front desk. We require at least **30 days notice from the start of the next calendar month** so we may fill the spot with students who are on the waiting list. If the student fails to give 30-day notice, he or she will be responsible to pay the tuition for the entire month. _____

Student name: _____

Parent name: _____

Parent signature: _____ Date: _____