

Jan Williams School of Music & Theatre

www.janwilliamsmusic.com

2011/2012 POLICIES

ENROLLMENT: Enrollment is for the nine-month school year for all private lessons, and a six-lesson minimum over the summer. There is a thirty-day notice required to discontinue lessons.

PRACTICE REQUIREMENTS: If you will help your student find a time to practice at least five times per week, you will find the success rate will double. Suzuki piano students need to listen to their tapes in addition to their practice time. Let us know if we can suggest any tips to help you succeed.

LESSONS: There are a total of 36 private lessons, for each day of the week, taught during the school year, including the breaks. The tuition is divided into nine equal payments, and remains the same for each month. Tuition is due at the first lesson of each month; tuition not received by the third lesson of the month will result in a \$10.00 late fee added to your next month's tuition. Payments should be given to your teacher. If you forget to leave it with them, leave it in the tuition box in the hallway. There is always a danger of your tuition not being properly credited if your student's name is not on your check. Since we are computerized, this is a necessity. Your teacher cannot be paid until your tuition has been credited, so please remember to be prompt. We appreciate not having to ask for your payment. Our fees are still below average in the area.

FEES:	Annual Enrollment Fee:	One student: \$15.00, two or more: \$25.00
	30-minute private lessons:	\$ 84.00 per month – Additional \$2.00 discount per sibling
	20-minute private lessons:	\$ 56.00 per month - Additional \$2.00 discount per sibling
	Other private lessons:	45 minutes: \$ 118.00 per month, One hour: \$148.00 per month
	Kindermusik Village:	\$128.00 (15 wks – 30 minutes) + Materials: \$68.00 = \$196.00
	Kindermusik Our Time:	\$128.00 (15 wks – 30 minutes) + Materials: \$52.00 = \$180.00
	Kindermusik Imagine That:	\$155.00 (15 wks – 45 minutes) + Materials: \$60.00 = \$215.00
	Theatre Classes:	Depends on Class (See Theatre Brochure for information)
	Group Classes:	Varies, depending on type of class and length of time

MAKE-UP POLICY: Missed lessons may not be deducted from the monthly fee. Lessons missed by the teacher will be made up or credited to the student's account. We will not make-up any lesson a student misses, other than for an emergency or illness. If this is the case, your teacher will offer to fit you into their regular schedule should they have any openings. Trips, sports, parties, Dr.'s appointments, etc. will not be made up. Group lessons cannot be made up unless the same class is offered on another day.

HOLIDAYS & SNOW DAYS: Scheduled lessons will continue on all holidays, except Labor Day, Thanksgiving, Christmas & Spring Breaks. We do not close on Snow Days, unless there are extreme road conditions. If we do close, a message will be left on the studio voice mail. Your teacher will also call you to cancel if we are closed for lessons.

RECITALS & FAMILY TIME: We will have two recitals each school year, an informal Christmas recital, and a formal one with flowers & programs the 1st & 2nd weekends in May. Dates will be announced in upcoming Key Notes.

If you should have any problems during the year, please discuss it with your teacher first. The next step is to call and speak to Jan, should you need further assistance. Thank you for your trust and faith in us. It is our pleasure to serve your family.