

# PRELUDE Piano Program

## STUDIO POLICY

The **PRELUDE Piano Program** is offered to younger students at Music Works Community. There are two semesters with 15 classes during each academic school year. A refundable \$85 deposit holds a slot in a class. The deposit is part of the semester tuition. If the class time/date do not work with your schedule, the deposit is refunded when/if you give us notification no later than the week classes begin. **Semester Tuition** is due in full before the semester begins. Tuition may be paid in two equal installments by notifying the studio. Returning students may enroll in the Summer Session classes and/or MWC partner lessons.

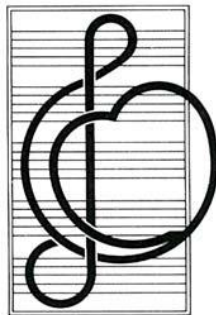


### **LeapFrogs: Kindergarten/Grade 1**

60- minute classes

3-5 Students Per Class

Tuition: See Tuition Schedule for current year



### **ShiningStars: PreSchool and PreK**

45-minute classes

4-6 Students Per Class

Tuition: See Tuition Schedule for current year

## CLASS ABSENCE

Notify your instructor in the event of an absence. There is no makeup lesson or refund for a missed class. The instructor will provide an assignment.

## QUARTERLY NEWSLETTER

A quarterly newsletter is emailed/mailed four/five times a year. Please read and keep for reference and current class information.

## MUSIC

New first semester students have music issued at the first class. The cost of these materials is included in the first semester tuition. Continuing students will receive materials in their class during the semester. The music is itemized on an E-statement and emailed. If an item is lost, students will be issued a replacement copy at the list price.

## SUMMER SESSION

Small group classes and/or partner lessons are offered to returning students during the summer session. Minimum participation is 6 classes scheduled at your convenience during the 10-week summer session. Students are encouraged to enroll in more than the six class minimum to maintain continuity in learning.

## PARENT RESPONSIBILITIES

**Parental Support:** Encourage “Piano Play” (practice) habits and a special time for ‘playing’. Please be on time for class and make sure your student brings the correct materials. Accompany your student into the studio and wait in the waiting room until they begin class. Students arriving late for their class will not be given additional class time.

**Parking:** When the studio parking lot is full, please park in the church parking lot across the street. MWC rents space from the church. Parking on the street can be ticketed; furthermore, street parking is not condoned by the neighborhood.

**Student Drop-off/Pick-Up:** Students need to be promptly picked up at the end of their class time

## EMERGENCY CONTACT INFORMATION

MWC requires an Emergency Contact Information form to be on file at all times. Parent is responsible for notifying MWC if this critical information changes.

## PRELUDE INFORMATION

Music Works Community's website: [MusicWorksCommunity.com](http://MusicWorksCommunity.com) has current information about the *Prelude Piano Program* on the Prelude page. For timely response to billing questions, email [Office@MusicWorksCommunity.com](mailto:Office@MusicWorksCommunity.com). For general questions, email [Director@MusicWorksCommunity.com](mailto:Director@MusicWorksCommunity.com).

## STUDENT NAME AND PHOTO RELEASE

It is customary for student names and/or images to be used for internal or external communications such as newsletters, brochures, social media, video/photos and advertisement. Music Works Community has permission to take photographs/video of student(s) to be used in advertising, the company website, company social networking sites (ex. FaceBook, Twitter) and any other promotional materials created by Music Works Community. No student names are used.

Please circle your preference for Photo Release: YES NO

I have read and agree to the provisions outlined in this Studio Policy.

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
MWC Student's Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Today's Date

