

PRELUDE Piano Program

STUDIO POLICY

The **PRELUDE Piano Program** is offered to younger students, PreSchool – Grade 1 at Music Works. There are two semesters of 18 classes during each academic school year. A refundable 'deposit' holds a slot in a class. The deposit is the first installment of the semester tuition. If the class time/date do not work with your schedule, the deposit is refunded. *Withdrawal notification must be confirmed with the instructor or with MWC staff two weeks prior to the semester start date in order to be issued a refund* Returning students may enroll in the Summer Session classes and/or 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 ATTENDANCE

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. A Zoom event can be scheduled during class time if notification of absence is timely.

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 will have music issued at the first class. The cost of these materials is NOT included in the 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.

Student DropOff/PickUp: An orange barricade at the paver driveway is the Student DropOff/PickUp location. The instructor will greet students when they arrive and will accompany them to this area for PickUp.

Parking: Music Works is a DropOff/PickUp facility.

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' website www.musicworkscommunity.com has current information about the *Prelude Piano Program* on the Prelude page. For timely response to billing questions, email Office@MusicWorksCommunity.com. For general questions, email 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.

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

Parent/Legal Guardian Name

PRELUDE Student's Name

Parent/Legal Guardian Signature

Today's Date