Studio Guidelines

The Goal of Private Lessons

These private lessons are designed to help each student grow rapidly in their musical or artistic development. Under the direction of their teachers, students will be nurtured through example as well as ability. Each instructor will amplify and exalt the strengths of each individual and humbly correct any weaknesses as to make each student excellent.

Lesson Materials

Each instructor will decide upon the lesson materials. The teacher will give each student a list of what they need to bring to each practice. As a general guideline, we do ask that every student bring a 3-ring binder filled with loose leaf notebook paper in it. Students will also be notified of what they are expected to have prepared for every practice. If they are consistently showing up not prepared with the right materials, then the private instructor is left with the following option:

> *One lesson will be forfeited at the expense of the student for every three times the student shows up without materials. If it continues to persist, the teacher will notify the FSM Administrator to talk about the termination of the student's instruction.*

Lesson Fees

The student will pay online at Garden City Purchase at the beginning of each month. The fees will then be distributed to the teachers in paycheck form at the beginning of each month. The current amount per lesson is $25 per a ½ hour.*(Students who have entered FSM prior to the Summer of 2016 will retain their current monthly tuition).*

Facilities

Due to Finale's recent growth we have had to divide our teachers and clientele between three facilities: The Sportsplex *at 405 Lynn Lane, ACPA at 103 Miley Dr.* and Cornerstone Baptist Church at *844 Old West Point Rd.* At this time we are asking for your patience in our growth as we figure out how to manage these locations. Note: The Police Department changes have just interrupted our use of the Sportsplex building, and we moved just behind the NW gym temporarily. We are working to resolve this and get back into our permanent room ASAP.
You will always be given priority to one location over the other, so you know where and when you are to attend each week. A rare occurrence may arise where we will ask you to attend a lesson at another location due to scheduling. This is rare, but it is possible at this point.

Financial Scholarships

We do not want ANY student to forgo lessons with FSM based on a financial need. If the $25 per ½ hour fee is too much to pay, then we have various ways to work with you. Please contact us for more information. It is however advised that each student make a note that our FSM School is operated using our student

lessons fees. If the student can afford the $25 per ½ hour fee, we ask that they would do so, as we only have a limited amount of scholarship funds available.

Other Services

It is left up to each teacher to offer various recitals or art shows from time to time in which to showcase their student's talent. We will make sure each person in our school is notified if something like this takes place.

On various occasions we will be offering clinics. These clinics/workshops will be offered throughout the year and may range anywhere from FREE-$150 for attendance depending on the clinic. We will do various band trainings, theory workshops, vocal and instrumental ensembles, and workshops in the fine/production arts, along with many other creative things. Our hope is not just to train individuals, but also to form bands, ensembles, and build a community of artistry. We believe that providing opportunities in which to connect students will be advantageous in forming musical and group creativity.

Cleanliness and Protection Policy:

We make it a policy to keep our studios organized. You can expect this from all our teachers. We also background check all of our teachers to ensure the safety for all our students. Attached in the back of this document are also some policies and guidelines relating to sexual harassment and physical abuse that we abide by. They may be advantageous for you to look over and be familiar with.

Student Absence Policy

Students or Teachers must contact each other more than 24 hours in advance to request a rescheduled or make up lesson. Students/(Parents) will still be charged for cancelled lessons when less than 24 hours notice is given—except in the case of illness or emergency and at the discretion of the teacher. Lack of 24 hours notice for cancellations for teachers requires them to forward that lessons payment into the following month at no additional charge to the student.
Same day cancellations are only acceptable in cases of illness or emergency, and must be in the form of a phone call as soon as possible and prior to the meeting time.

E-mail is not to be used in cancellations.

Failure to give notice of absence in accordance with the above procedures will result in the student paying a $5 fee in addition to the usual cost of the lesson in question.

Rescheduled and Make-Up Lessons

Lessons will NOT be rescheduled unless more than 24 hours advance notice of absence is given by the student/parent. Missed lessons can only be rescheduled or made up within 30 days. If a scheduled make-up lesson is missed, cancelled, or not made-up within 30 days, a second make-up lesson will not be offered. Make-up or rescheduled lessons will be arranged at the discretion of the teacher.

Consistent and dependable attendance is asked of each student. In the case of consistent tardiness, being unprepared, or absent, a student may be subject to removal.

If a student arrives for their lesson unprepared, it is left up to the discretion of the teacher whether to cancel the lesson or not. If the teacher decides to cancel, then that lesson is at the expense of the student. Students (or parents) are responsible for notifying teachers about any health problems the teacher should be aware of, what to do, and whom to notify in case of emergency.

Teacher Parent Student Contract

(Only students ages 18 and under need to have a parent fill this out. Once completed return this form to the STUDIO ADMINISTRATOR)

As the teacher I accept the following:

I will provide each student with the individual attention and respect necessary to develop her/his skill and talents, and encourage a feeling of success at each student's rate of learning. I will provide a positive learning environment and will help the student set and achieve their individual goals.

I will come to each lesson prepared to teach all exercises and pieces the student is currently learning, and be prepared with new materials as needed.

If a conflict should arise in my schedule with the student's lesson day and time, I will give the student advance notice at everyone's earliest convenience, apply a lesson credit to the following month's balance owed, or refund the lesson if necessary.

I will seek out performance and learning opportunities for the student if they so desire.

As the Parent(s):

- I will observe all of the outlined Studio Policies.
- I will help my son/daughter to schedule daily practice times.
- I will provide a practice environment that is free from interruptions and distractions (family, friends, TV. Computer and phone).
- I will purchase any required books, music and materials in a timely manner.

As the Student:

- I will observe all of the outlined Studio Policies
- I will come to my lessons prepared. That means …
    - I will treat each lesson as a performance—my chance to show the teacher how much I have progressed between lessons.
    - I will have practiced.

- I will bring all exercises, pieces and materials that I am currently working on to my lesson.
- I will ask my teacher questions during lessons to be sure I understand all assignments.

Abuse and Harassment Policies and Guidelines

Finale School of Music abides legally by every and all policies that ensure the safety of each student. We require our staff and parents to be integral in all procedures, as to best protect and preserve each child. *Finale School of Music LLC is not liable in any way or at any time for harassment of any kind participated in by our teachers or clientele. FSM releases ALL liability to the individual staff and parents and holds them accountable to ensure that FSM maintains the highest safety standards.* Below are our requirements for Safety for you as a parent and our teachers:

As the teacher I accept the following:

- I recognize that reporting child abuse or even suspected child abuse is the law. I vow that within 24-hours as the teacher, I will make it my duty to report any instances where I believe a student may be in danger in and to themselves or to others.
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- If anything is shared with me relating to abuse from the child, or if anything personally is shared with me that might affect the student's or families safety, I will report it to FSM and to local authorities.
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- **Rule of 3's:** I will never be alone in a room with a parent or a student, and will always strive to make sure their is no less than 3 people present in the classroom with me at any given time. If everyone is not in the room, they must be in the lobby, and the door must ALWAYS remain cracked or open.
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- If any accusation of abuse or harassment is brought against me, I will report it to authorities and FSM immediately. FSM will personally conduct an investigation for any and all allegations until the matter is resolved, but as the teacher I recognize that I bear the responsibility for any consequences, not FSM.
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As the Parent(s) we accept the following:

- I recognize that reporting child abuse or even suspected child abuse is the law. I vow that within 24-hours as the teacher I will make it my duty to report any instances where I believe a student may be in danger in and to themselves or to others.
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- If anything is shared with me relating to abuse from the child, or if anything personally is shared with me that might affect the

student's or families safety, I will report it to FSM and to local authorities.

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- I will ensure that an adult always accompanies my child to and from lessons, and I will ensure that someone is present in the room at all times during the lesson, or that they are present in the lobby all while confirming that the door is never shut fully.
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- If any accusation of abuse or harassment is brought, I will report it to authorities and FSM immediately. FSM will personally conduct an investigation for any and all allegations until the matter is resolved, but as the parent I recognize that the student/teacher individuals bear the responsibility for any consequences, not FSM.
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All of our teachers are instructed in our abuse and sexual harassment policies, as well as our studio is required to file a report if the following issues surface in any party:

Abuse Signs

Physical: Bruises, welts, burns, scratches, or bite marks, which are often explained away as accidental. Marks will appear in peculiar clusters, such as patterns consistent with teeth or fingernails. Wounds may appear in various stages of healing. There may be reluctance on the part of the child to discuss the "suspected" abuse and tendency will be to hide the marks that are a result of the abuse.

Emotional and Psychological: Symptoms are less obvious than those of physical abuse. Symptoms are usually observed in the behavior of the child. The child may seem unusually adult or juvenile, hard to get along with in general, or even unusually submissive. (It is important to note that these behaviors either separately or simultaneously do not always indicate abuse. Some signs may occur as part of the maturation process of the child or the result of a different problem.)

Neglect: Child may be emotionally, psychologically or physically developmentally impaired. Medical and dental needs may be unmet. Child may be inappropriately dressed for the weather or activities. The child may have the ongoing condition of being unclean, tired or in trouble at school. Often times the student may be a "loner" may steal or beg.

Sexual: Sexual abuse consists of any sexual exploitation of children under the age of 18 by an adult or a person 4 years older than the victim even if the child seems to be consenting. This form of abuse includes fondling, incest, rape, murder, assault, oral stimulation, genital or anal stimulation or non-violent sexual stimulation. Child sexual abuse can be inflicted in ways other than the physical

assaults listed above. It can take such forms as witnessing adult sexual relations, indecent exposure, verbal sexual stimulation, peeping toms, exhibitionism, or obscene phone calls. Involving children in pornography or prostitution are also forms of child sexual abuse.

Signature of
Parent/Guardian_____Date:_____