

Cypress-Fairbanks ISD Private Music Lesson Program

General Policies

Please read the following information carefully, then keep for future reference. If you have questions about teacher assignment or schedule, contact the director at your school. If you have questions regarding billing, contact the Private Music Lesson secretary.

PRIVATE LESSON OFFICE: Cindy Sprayberry, secretary – 281-897-4076
Arlene Stripling, assistant secretary – 281-897-1373

DEPOSIT: A **\$60.00** deposit is required only if you no longer have a deposit on account from a previous year. The deposit remains in your student's account until you notify the Music Office that they are withdrawing from the private lesson program.

COST: Tuition for lessons is **\$15.00 per 30-minute lesson** for a Level 1 teacher and **\$13.50 per 30-minute lesson** for a Level 2 teacher. Level 1 teachers have a degree or have taught privately for several years. Level 2 teachers are non-degreed, less experienced teachers, typically undergraduate students. Availability of personnel will determine the teacher to which your student will be assigned by the director at your student's school.

BILLING: You will receive a statement each month. Statement periods are usually in four week intervals. Your statement will list dates that lessons were taken and the amount due. Please keep the top portion for your records, so that you can check for errors in billing. Statements are usually mailed about the middle of each month and payments are due by the 5th of the next month. There is a \$30.00 fee for returned checks.

Your deposit should be shown on each statement. It will not be applied to charges until the student withdraws from the program, so please, notify the Music Office when your child stops lessons. At that point, the deposit can be applied to any outstanding charges and the balance refunded to you.

LESSON CANCELLATION: If a lesson is to be missed by a student for **ANY** reason (illness, band rehearsal, testing, field trips, etc.), the lesson teacher, not the music office, must be notified at least **24 hours in advance**. In case of sudden illness or **emergency** on the day of the lesson, telephone the private lesson teacher and notify the director at the school where the lessons are taught. A message can be left on the instructor's answering machine. If the private teacher is **not notified**, the absence will be considered **"unexcused"**. **You will be charged for unexcused absences**. After three such absences (consecutive weeks), your student will be dropped from the private lesson program.

Important: Do not assume that the teacher will know about field trips, concerts, school-wide testing, etc., that may prevent the student from being at lessons. Most of our private teachers are at a particular school only one day each week and are not aware of such activities.

TERMINATION: The student may terminate lessons anytime by notifying the private instructor **one week in advance**. The music office and director should also be notified. This gives the teacher ample time to reschedule or add new students.

PROGRESS: If questions about the progress of the student arise, please contact the private teacher to discuss this. The director of the student can also be contacted if there are concerns. Monitor the lessons by asking about assignments made by the private teacher and by helping your child organize their time in a way in which they are able to adequately prepare for lessons. This will aid the student in making positive progress.

ATTENDANCE: Students may be dropped from the private lesson program if satisfactory progress is not being made. Students may also be dropped from the program or have the lesson schedule changed by the teacher for excessive absences. Please discuss any scheduling conflicts or concerns with the private lesson teacher or school director.

EXPECTATIONS: Expect the private teacher to make weekly assignments for the student to prepare for the next lesson. The assignments should be made in writing. A method book may be used in addition to the student's class materials. Use of excellent method books written specifically for an instrument or voice are important to the development of a musician. Solo sheet music also may be required. These books and sheet music should be a part of every music student's personal collection of materials.

Do not expect miracles... Do expect steady progress toward improved performance skills.

AFTER LESSONS HAVE BEGUN, GET THE FOLLOWING INFORMATION FROM THE PRIVATE LESSON TEACHER. POST IN A PROMINENT PLACE (or post the Private Lesson Teacher Information sheet that the instructor may hand out to your student)

TEACHER NAME: _____

TEACHER PHONE NUMBER: _____

BEST TIME TO CALL: _____

REMEMBER, TO CANCEL A LESSON - CONTACT THE PRIVATE TEACHER DIRECTLY. THE PRIVATE LESSON OFFICE CANNOT NOTIFY TEACHERS OF CANCELED LESSONS.

PLEASE KEEP THESE POLICIES FOR FUTURE REFERENCE