



Welcome to the Hebron School of Music! We are excited about your study with us. The following are School of Music policies and procedures. Please refer to the School of Music calendar for a schedule of lessons. We often still have lessons when there are teacher/student holidays or teacher workdays from school. We do not have lessons on holidays when the church is closed, or if the church closes early because of a holiday. Each individual lesson will be coordinated through the School of Music office. If you have any questions please call 770-277-6023 ext. 310 or e-mail us at: SchoolofMusic@hebronchurch.org.

Payment: Payments can be left in the SOM drop box outside the music offices. Payments are made by the semester or by the month. Payments for lessons are due whether the student attends the lesson or not. Students have entered into an agreement for lessons and the teacher is at work for your lesson. All 30-minute weekly private lessons are \$80 per month except violin. All 30-minute weekly private lessons for violin are \$120 per month. Kindermusik has its own fee schedule.

Missed Lesson Policy: Absences happen. Students may make up TWO (2) excused absences. Any excused absences beyond two are made up at the discretion of the teacher. It is the student's/parent's responsibility to contact the teacher a minimum of three (3) hours prior to the lesson if the lesson is to be missed and considered excused. A valid reason such as illness or family emergency must be given at time of cancellation. Circumstances beyond your control, such as broken bones, accidents, etc., will be excused. Unexcused absences WILL NOT be made up. Examples of unexcused absences include: sports, homework, unprepared, traffic, no transportation, etc. Any student arriving late for a lesson will be taught only for the remaining minutes of their allotted lesson time, so as not to run into the time slot of the following student. If the lesson is the final one for the teacher on that day, the teacher will wait 10 minutes on the student before leaving. Lessons missed by the teacher will be credited to the student if not able to be made up.

Inclement Weather Policy: If Gwinnett County Schools are closed due to inclement weather, we will NOT have lessons on that day. The lesson will be added to the end of the semester. If the weather worsens during the day and lessons are going to be canceled, the teacher or the School of Music office will make every effort to get in touch with you. You will not be called if Gwinnett County Schools are closed. Safety first – if it is not safe for you to come in for lessons, don't!

Discontinuing Lessons: A minimum two (2) week notice must be given in order to discontinue lessons without penalty. Students are still responsible for paying for lessons missed without a discontinuation notice. If there are any refunds owed to you, they will be sent after 30 days. Written notice may be dropped off at the School of Music office, or mailed to: Hebron School of Music, P.O. Box 279, Dacula, GA 30019-0005. E-mail is also an acceptable method of notification.

Recitals: We encourage each student to participate in his or her teacher's recitals. This gives the student a feeling of accomplishment and the opportunity to perform in front of several students and teachers. The recommended dress for recitals is conservative Sunday morning attire. See your teacher for additional information.

Campus Information: Please remain on campus during student's lesson. Please keep noise down to a minimum.

Children will not be unsupervised at any point and are not to roam the buildings.

I have read and understand the above policies

Parent's Name (printed): _____ **Date:** _____

Parent's Signature: _____