The Music Firm’s Students and services Policies and Procedures 2020-2021



\*\*BECAUSE OF THE RECENT AFFIARS AND EFFECTS OF COVID-19, VIRTUAL LESSONS AND OR SESSIONS ARE A HUGE PART OF OUR INFRUSTRUCTURE. IF YOU NEED ASSISTANCE SETTING UP A VIRTUAL SPACE WE CAN ASSIST AT A SMALL FEE OF $25.00. WE WILL ALSO OFFER VIRTUAL SET UPS FOR LESSONS AT THE FACILITY. IF YOU DO NOT HAVE THE MEANS, YOU CAN COME TO YOUR LESSON AT THE FACILITY AND TAKE IT VIRTUALLY WITH YOUR INSTRUCTOR. WE WILL HAVE ONE PERSON IN ROOMS AT ONE TIME WITH OTHER STUDENTS WAITING IN THEIR CARS UNTIL CALLED IN TO HAVE THEIR LESSON. THIS WILL BE THE ROUTE USED AT THE FACILITY FOR LESSONS UNTILL FURTHER NOTICE TO ASSURE PROPER SOCIAL DISTANCING. The virtual application we use is zoom\*\*

**WHAT WE BELIEVE AT THE MUSIC FIRM:**

* The study of Music reaps untold benefits for all people of all ages, what is learned carries over to aspects of other learning and the development of an enlightened human being.
* Not only apparently “talented” children should study piano; all children no matter what age and or talent level, can learn regardless of perceived aptitude. This is for adult students as well.
* All children should learn the language of music, be fluent in that language and learn music in many styles.
* Our students should be reading music at their appropriate level and should be playing music only slightly harder than their reading level, so that pieces may be learned in a reasonable amount of time.
* We are a Christian Based business and we do offer services geared toward the ministry of music as well as services geared toward the career of music in its practicality.
* We believe in the individualized teacher/student relationship that will be established with our independent contracted teachers and our students. We stand behind and support our teachers and their business as well as our students. If something is asked of the student by the teacher and the student does not have the means and or resources we will stand behind our students and support them. We too have a NO STUDENT (no matter the age) Left behind policy. We believe in honoring the time, expertise, and talent of our teachers. They will be supported and valued as the professionals that they are.
* We desire that our students practice everyday according to the routine set up by the teacher. For, it will take you far and you will make strides with consistency.
* Teaching music is our vocation.

**THE INSTRUMENTS WE TEACH** (Beginners/intermediate/semi advanced)

* PIANO
  + CLASSICAL
  + GOSPEL PIANO
  + ROCK PIANO
  + GOSPEL ORGAN
  + ROCK ORGAN
* BASS
* SAXAPHONE
* VIOLIN
* DRUMS
* VOCAL

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**MEETING AND GREETING YOUR INSTRUCTOR**

* You will meet your instructor the first day of your Lesson.
* We will provide you with a Questionnaire that would need to be completed and filled out before your first lesson.
* We ask that you be on time, on task and on a mission to better yourself to become the great musician we know you are!

***The Music Firm is committed to creating a positive learning and teaching environment for its families and teachers. For this reason, it is important that all students, parents and staff understand and abide by the policies below.***

**Lesson Length and Fees**

* Commencing as of now, all private lessons will be 45 minutes long at a charge of $40 per lesson. Semi-private lessons will be $35 per student per lesson.
* Commencing as of now, group lessons for students of the same family will be $20.00 per student of a group of 3 or more. Families with students of just 2 members at a time will be $25.00. Students of the same families that want private lessons of 3 or more members will be $30.00 for each potential student.
* The length of all lessons, group, semi-group and or private will be that of 45minutes.

**Registration and Enrollment**

* Enrollment is open now! Enrollment for Lessons is on a 3 MONTH TERM/90 day Term. This is so that consistency is a common ground for all parties. After the 90 days you can opt to enroll again another 3 MONTH TERM/90 DAYS. From here, you would renew after each 3 month term.

**please see below for withdrawal/early termination procedures.**

**Annual Registration Fee**

* A non-refundable fee of $10.00 per student is required to be considered for the schedule for each 90 day 3 month term.

**Lesson Scheduling, Missed Lessons or Cancellations**

* **All lessons scheduling will be facilitated by The Music Firm. Throughout THE 3 MONTH PERIOD THAT WILL BE YOUR PARTICLUAR DAY AND TIME. PLEASE DO NOT PAY YOUR TACHER. WE HAVE CONTRACTED THEM IN AND THEIR PAY IS TAKEN CARE OF ON US. PLEASE TIP YOUR TEACHER DIRECTLY AS YOU ARE EVER SO LED. WE RECOMMEND THAT YOU ADJUST YOUR SCHEDULES TO BE ABLE TO STICK WITH YOUR DAY AND TIME. ANY ALTERATIONS IN YOUR DAY NEEDS TO BE COMMUNICATED TO YOUR TEACHER AND DECIDED UPON BY YOUR TEACHER AND COMMUNICATED TO THE SCHEDULING STAFF AT THE MUSIC FIRM.**
* **IF FOR ANY REASON YOU NEED TO CANCEL YOUR APPOITMENT PLEASE COMMUNICATE WITH YOUR TEACHER DIRECTLY SO THAT ADJUSTMENTS CAN BE MADE. IF YOU MISS A LESSON, YOU CAN MAKE THAT LESSON UP ONE TIME. THERE WILL BE ABSOLUTELY NO REFUND FOR MISSED LESSON.**
* **IF YOUR TEACHER NEEDS TO CANCEL OR MISS THE LESSON YOU WILL BE NOTIFIED 48 HOURS IN ADVANCE OR AT LEAST 12-24 HOURS IN ADVANCED. YOU WILL BE DISCOUNTED THE COST OF THE LESSON IN YOUR NEXT MONTHS FEE. IF YOU PAID IN ADVANCED FOR THE LESSON YOU WILL BE REFUNDED FOR THAT MISSED LESSON ONLY -IT WOULD NOT BE MADE UP WITHIN THE SAME MONTH AND OR WEEK.**
* **FOR WITHDRAWLS OR EARLY TERMINATION, THERE IS A 50% PAYMENT CHARGE AGAINST WHATEVER WEEKS, OR MONTH(S) YOU HAVE LEFT ON THE 90DAY TERM.**

**Monthly Tuition**

**COMMECNING AS OF NOW, PAYMENTS WILL BE COLLECTED MONTHLY. Monthly Tuition Invoices will be emailed on the first of every month, or whatever day you choose or signed up and shortly thereafter the payment will be made by Automatic Recurring Billing. All families/ individuals will be required to have a credit or debit card on file with The Music Firm and authorize monthly charges. If you notice a discrepancy on your invoice please notify us right away. We prefer payments to be pre-authorized automatic monthly payments. Credit or debit cards, personal checks or cash will be accepted for in-person tuition monthly as well. Declined payments will incur a $25 late fee.**

**ON SITE LESSONS -Lessons and duration**

**Lessons and classes are booked back-to-back at the facility. All lessons will start and end at the appointed time. If for any reason a teacher starts a lesson late you will receive your full allotted time, thus ending late.**

**ON SITE TEACHER SUBSTITUTIONS**

**The Music Firm reserves the right to provide a substitute teacher if the scheduled teacher is unable to teach. The Music Firm also reserves the right to replace the current teacher with a new teacher if necessary. If a substitute teacher cannot be found, a credit will be given for that lesson to the student’s account, equivalent to the cost of one lesson.**

**\*\*IF ALL HAS BEEN MADE CLEAR, WE ASK THAT YOU REGISTER FOR CLASSES VIA OUR WEBSITE. Please note, this will be your set time. YOU CAN CALL AND SCHEDULE AS WELL. We ask that you fill out the questionnaire and sign the three month/90 day agreement form! God bless and thank you for choosing The Music Firm! With any questions or concerns please,**

**Email us at:** [**themusicfirm721@gmail.com**](mailto:themusicfirm721@gmail.com)

Sincerely,

Courtney C. Moore