

Cypress Fairbanks I.S.D.

Private Music Lesson Program 2013-14

General Policies

Private "one-on-one" music lessons are offered at the school outside of school hours on a weekly basis. Please read the following information carefully and keep it for future reference. If you have questions about scheduling specifics, contact the music director at the school. All other questions may be directed to the district's Private Music Lesson secretary.

PRIVATE LESSON Laura Bradshaw, Private Music Lesson Secretary
BILLING OFFICE: Phone: 281-897-4076
Email: Laura.Bradshaw@cfisd.net

DEPOSIT: A **\$68.00** deposit is required to open your child's account. **This \$68.00 check will be cashed and placed in your child's account as a non-refundable security deposit.** The security deposit will be applied to the final four (4) lessons upon notice of the student's withdrawal from the program. To do this, you must contact the Private Music Lesson Office at 281-897-4076 at least 30 days prior to your student's withdrawal from the program; otherwise, any balance in your student's security deposit will be deemed a donation to the CFISD Secondary Music Department and you hereby authorize this donation by your signature on the enrollment form.

COST: Tuition for lessons is **\$18.00 per 30-minute lesson** for a Level 1 teacher and **\$16.50 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, and are typically undergraduate students. Availability of staff will determine the teacher to which your student will be assigned by the director at their school.

BILLING: You will receive a statement each month listing the current invoice along with any previously unpaid invoices. Your statement will list dates that lessons were taken and the total amount due. Please keep the top portion for your records. Statements are normally mailed by the 10th of the month and payments are normally due in the music office by the last day of the same month. Billing runs approximately 4-6 weeks behind the actual lesson dates so keep this in mind when calling about any details on your account. You will receive your first statement by mail approximately two (2) months after the first lesson.

Report any address changes to the private lesson billing office as our system is not connected to the school's database.

Any accounts that become past due are subject to having lessons stopped until the account is current.

We are not able to accept electronic payments; however, you may set up your child's payments through your bank's online bill pay service. Please make sure that your child's account number shows on the bank generated check and that the check is made payable to **CFISD MUSIC DEPARTMENT**. Allow 7-10 days for those payments to reach the music office.

LESSON CANCELLATION: If a lesson is to be canceled by a student for **ANY** reason (illness, band rehearsal, testing, field trips, etc.), please contact the private music lesson teacher **24 hours in advance**. In case of sudden illness or **emergency** on the day of the lesson, contact the private lesson teacher **prior** to the scheduled lesson. You should have both the phone number and email address of your student's private lesson teacher. Please contact me should you need that information. If the private teacher is **not notified within 24 hours**, the absence will be considered "**unexcused**" and **you will be charged for the lesson**. After three consecutive unexcused absences, your student may be dropped from the private lesson program.

Important Note: Do not assume that the private lesson teacher will know about illness or school related functions, such as field trips, concerts, testing, etc. that may prevent the student from being at lessons. Most of our private teachers are not aware of such activities. You must contact the lesson instructor directly regarding absences.

TERMINATION: The student may terminate lessons anytime by notifying the private instructor and director at the school **one week in advance**. This gives the teacher ample time to reschedule or add new students. The private lesson office should also be notified with the date of the final lesson. In order to apply your non-refundable security deposit to the final four (4) lessons, give **the private lesson office** 30 days (or 4 lessons) notice of withdrawal from the program.

PROGRESS: If questions about the progress of the student arise, please contact the private teacher to discuss. The director at the school can also be contacted if there additional 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 program or have the lesson schedule changed by the private lesson teacher for excessive absences. Please discuss any scheduling conflicts or concerns with the private lesson teacher.

EXPECTATIONS: Expect the private lesson teacher to make weekly assignments for the student to prepare for the next lesson. 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, is important to the development of a musician. Solos and region music are examples of material that 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, which will make performing music more enjoyable by enabling the student to experience music of a more sophisticated and artistic nature.

ONCE LESSONS HAVE BEGUN, ASK FOR THE FOLLOWING INFORMATION FROM THE PRIVATE LESSON TEACHER OR CALL THE MUSIC OFFICE AT 281-897-4076. THIS WILL BE THE MOST EFFECTIVE WAY TO CONTACT YOUR CHILD'S LESSON TEACHER AT ANY TIME.

TEACHER NAME: _____

TEACHER PHONE NUMBER: _____

TEACHER EMAIL _____

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT

MUSIC DEPARTMENT PRIVATE LESSON PROGRAM

The Cypress-Fairbanks Private Lesson Program offers individual instruction to students enrolled in our instrumental and vocal music programs. There are certain policies which you should know and understand before your child enrolls for lessons. A summary of these policies is attached to this form. Please read the policy carefully and keep for future reference. If you have any questions, feel free to call the Private Music Lessons Office, 281-897-4076, or your child's music director.

Below is the enrollment form. Upon completion, the below form should be returned with a check or money order (no cash) in the amount of \$68.00 to your child's director. Make checks payable to C.F.I.S.D. Music Dept. **This \$68.00 check will be cashed and placed in your child's account as a non-refundable security deposit.** The security deposit will be applied to the final four (4) lessons upon notice of the student's withdrawal from the program. To do this, you must contact the Private Music Lesson Office at 281-897-4076 at least 30 days prior to your student's withdrawal from the program; otherwise, any balance in your student's security deposit will be deemed a donation to the CFISD Secondary Music Department and you hereby authorize this donation by your signature below.

The enrollment form and deposit must be turned in before the first lesson. Return Bottom Portion of Form to Student's Band, Choir, or Orchestra Director. **Keep Top Portion for Your Records.**

Please Print

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Date _____ Current grade in school _____ Student I.D. number _____

School _____ Instrument _____ or Voice _____ (check)

Student last name _____ First name _____ MI _____
(as entered in all school records) (as entered in all school records)

Name student goes by _____ Daytime phone number _____

Name(s) of parents _____

Billing address _____

City, State, Zip _____

BILLING EMAIL _____

"I have read and I understand the policies concerning private music lessons."

(office use only)

Signature of parent: _____

Private Lesson Teacher: _____ ID# _____
(Will be assigned by your child's director)

(Office Use Only) EVO CCS CSM EM

**CFISD Music Department
Private Music Lesson Program
2013-2014 Billing Cycles**

Lesson Dates	Invoice Date	Statement Date	Statement Mail Date	Payment Due Date
06/1/13 - 07/31/13	8/19/2013	9/4/2013	9/10/2013	9/30/2013
08/1/13 - 08/31/13	9/20/2013	10/3/2013	10/9/2013	10/31/2013
09/1/13 - 09/30/13	10/21/2013	11/5/2013	11/8/2013	11/29/2013
10/1/13 - 10/31/13	11/14/2013	12/4/2013	12/10/2013	12/31/2013
11/1/13 - 11/30/13	12/16/2013	1/9/2014	1/15/2014	1/31/2014
12/1/13 - 12/31/13	1/21/2014	2/4/2014	2/10/2014	2/28/2014
01/1/14 - 01/31/14	2/18/2014	3/5/2014	3/11/2014	3/31/2014
02/1/14 - 02/28/14	3/24/2014	4/3/2014	4/9/2014	4/30/2014
03/1/14 - 03/31/14	4/21/2014	5/5/2014	5/9/2014	5/30/2014
04/01/14 - 04/30/14	5/22/2014	6/13/2014	6/19/2014	7/31/2014
05/01/14 - 06/05/14	6/10/2014	Included on June statement.	Included on June statement.	7/31/2014

The above listed dates are estimates only and are subject to change.
Please call the music office with any questions. 281-897-4076