

# Crosspoint School of The Arts



Located at - Crosspoint Church 215 3rd St Nw Waverly, IA

Lesson rooms are located inside the Main entrance door on the first floor.

Executive Director - Fisher Woodley

## Private Music Lesson Agreement and Policies

### Student and Parent Expectations:

- The student is expected to HAVE FUN in their lessons and in their personal practice. Music is supposed to be enjoyable!
- The parent is encouraged to let the student attend the lesson independently. Parents or guardians can wait in the hallway where seating is available. Building a relationship between the instructor and student is crucial, and it is easier to form one-on-one.
- The student is expected to arrive on time to each lesson. Please wait in the hallway with your student until the instructor comes out to get them.
- The student is expected to bring all necessary materials (notebook, folder, lesson books, etc.) to each lesson.
- The student is expected to provide an instrument for their lesson. The exceptions at this time are piano and drums. Having their own instrument is necessary for practicing at home. If this is not possible, please contact the Director at [fisher@crosspointwaverly.com](mailto:fisher@crosspointwaverly.com).
- The student is responsible for purchasing the necessary curriculum. This will be added to the monthly payment.

- Payment for curriculum is added to the lesson that it is purchased. Instructor will note this in the lesson details.
- The student is expected to practice regularly as is appropriate based on the age and ability of each student. Suggested practice schedule will be discussed with the instructor. Practice is necessary to grow in musical skills.
- The student is expected to be an active participant in each lesson.
- The student is expected to ask questions and let the instructor know when further clarification is needed, allowing the student to be fully engaged in the learning process.
- The student is expected to treat him/herself, instruments, materials, and the instructor with respect.

### **Crosspoint School of The Arts Showcase:**

- All private lesson students are strongly encouraged to participate in Crosspoint School of the Arts annual showcase. This is an opportunity to perform in front of others and showcase all of their hard work. Performing in front of others is an important part of learning to be proficient in an instrument. Further details will be made available to students by their instructor.

### **Registering for Lessons:**

- Registration can be found at <https://www.crosspointwaverly.com/soa>. Upon registration parents will need to put a card on file. All payments are processed online. After registering the Director will make the students active and assign them to an instructor. The parent will then receive an email with instructions on logging into mymusicstaff.com, our scheduling site. They can then see the availability of their instructor. They will then sign up for a weekly 30 minute time slot. If nothing is available that will work for their schedule, they will contact the Director at [fisher@crosspointwaverly.com](mailto:fisher@crosspointwaverly.com).

### **Lesson Schedule:**

- Lessons are scheduled on a weekly basis in 30 minute increments. Once a day/time is agreed upon by Crosspoint School of The Arts and the student, that time will be reserved for said student and the student will be responsible for paying for that time slot

- Lessons are held year round. During the summer months instructors and students schedules may change. Instructors will communicate this with parents. If a student's schedule changes we expect that you would notify the instructor prior to the change.

### **Crosspoint School of The Arts Holidays:**

- No lessons will be held New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, week between Christmas Day and New Year's Day. Please ask if you are unsure if lessons are being held or not. We will communicate these holiday times as they approach.

### **Snow Days/Inclement Weather:**

- We follow Waverly Shell Rock school district when determining when to close due to inclement weather.
- Should we choose to close early, delay opening, or otherwise cancel services at the studio, students will be emailed.
- All closings, delays, and cancellations will also be notified through mymusicstaff as well as our Facebook/Instagram page.
- Students will not be charged for lessons canceled by Crosspoint School of Arts due to inclement weather.

### **Tardiness:**

- Students are expected to arrive at their lesson on time. Students arriving up to 15 minutes late may have the remainder of their scheduled lesson. However, the instructor reserves the right to not add missed time to the end of the lesson. Many instructors have lessons back to back and cannot accommodate extending lessons due to tardiness.
- Instructors are expected to arrive at the student's lesson on time.
- Parents are responsible for picking up their children on time. Parents will enter the building and wait for their student outside of the School of Arts main door.

### **Cancellations:**

- The student will contact the instructor if a lesson will be missed. The instructor will share their preferred means of communication at the first lesson. Contact can also be made through the mymusicstaff website.
- The student must pay for only the lessons they attend. However, if a student cannot make it, they must notify or cancel on mymusicstaff 24 hours in advance or payment is still required. Many of our instructors travel here to teach and we want to honor that.
- The instructor reserves the right to cancel a lesson for any reason. No charges will be assessed if the instructor must cancel a lesson. Students will not be charged for any missed lessons due to the instructor's absence.
- If an instructor must miss a lesson they will call the phone number listed for the family or student.

#### **Makeup Policy:**

- Typically no makeup lessons are offered. Please refer to the cancellation policy for further information on missed lessons.

#### **Termination of Lessons:**

- Lessons repeat at the same time every week. If you need to discontinue lessons, please contact your instructor before the Friday of the upcoming week.

#### **Lesson Rates:**

**Please understand that when committing to lessons, Crosspoint School of The Arts is reserving a specific day/time for you that cannot be filled by other customers/students. Therefore, you are not only paying for each individual lesson that occurs, but for that time slot. Your lesson rate includes all of the following:**

- **Allotted time for lessons**
- **Reservation of the assigned day/time of your lesson**
- **Knowledge/expertise of your instructor**
- **Instructor Preparation for lessons. We adapt/modify everything we do to meet the individual learning needs/styles of each student in order to make sure each student has a successful and enjoyable experience.**

- **Instructors will work to learn new music that fits the interests of each student.**
- **A lesson that is engaging, fun, informative and allows the student to gain a lifelong love of music, means of expressing him/herself, and the skills to successfully play your chosen instrument.**

The lesson rates are as follows:

- \$20 per 30 minutes

Rates are subject to change. Notice will be given in advance.

#### **Materials Fee:**

- Materials fees cover the costs of all lesson books, photocopies, folders, notebooks, and any other materials used during a lesson. All lesson books, folders, and notebooks given to students belong to the student and will remain in the student's possession should lessons be terminated.
- The materials fee will be handled online like all other payments. This will be added to the total for the current month.

#### **Payments:**

- Invoices will be emailed on the 5th of the month for services rendered during the previous month.
- All families must select Auto-pay. When the invoice is sent, payment is automatically withdrawn.
- If payment is not received within one month of the dated invoice, lessons will be postponed/terminated until the account balance is paid in full. During this time, Crosspoint School of The Arts reserves the right to give the student's time slot away to other potential students.
- Credit or debit cards entered online are the only acceptable forms of payment.
- To add a card and select auto payments, follow the below instructions.



Click your name to view account options



Click **"Profile Settings"** from the drop-down menu



Click the **"Add Card"** button and enter your card details in the pop-up



To enable Auto Pay, select **"Automatically pay emailed invoices"**, then **"OK"**

**By signing below, the student and his/her guardian state that they have read and fully understand the policies outlined in this document. Furthermore, the student and his/her guardian agree to abide by all policies, including those specifically related to payment.**

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Date

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Student Name

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Street Address

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Town/Zip

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Email

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Parent/Guardian's Name if under 18

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Student or Parent/Guardian's Signature if under 18