

KEALING MIDDLE SCHOOL BANDS

1607 Pennsylvania Avenue

Austin, TX 78702-2020

(512) 414-2702

www.kealingband.com

GENERAL POLICIES & PROCEDURES

Scheduling

Every attempt will be made to schedule a student with a private lesson teacher as quickly as possible after the director receives the enrollment form. There may be an occasional conflict due to teacher availability, but it is the intention of the band staff to provide a teacher for every student who desires to participate in the private lesson program.

Materials

Lessons are designed primarily to teach fundamental concepts and utilize the characteristic literature of a particular instrument rather than to rehearse music a student is performing in a school organization. Consequently, students may be asked to buy and to work from a technique/etude book.

Payments

Lessons are 30 minutes and cost varies depending upon the teacher. Most lessons cost between \$18-24 per half hour. Payment checks should be made out to the private teacher. Some teachers want to be paid at every lesson and others prefer to bill you once each month. If you forget to pay one week, you should pay the next week or mail it to your teacher's home. Please be sure to pay promptly.

Absence from Lessons

Once assigned a lesson time, students are expected to attend. A student who wishes to be excused from his or her lesson should contact the private teacher at least 24 hours in advance. Contacting one of the band staff does not excuse an absence. Since an unexpected absence would cause an open time of 30 minutes to an hour for the teacher, unexcused absences will be charged to the student. It is extremely important that students obtain their private lesson teacher's phone number so that contact can be made easily. STUDENTS are responsible for making contact with their teacher in order to be granted an excused absence. Notice for absences from school events should also be given as private lesson teachers are not employees of campuses and are unaware of "special event" days. Emergency situations on the day of the lesson will be the only excuse for failing to give the required 24-hour notice. However, your teacher must still be notified. Failure to do so on the part of the student will result in the student being charged for the lesson. Keep your private lesson instructor informed of what is coming up.

Termination

Students should inform their band director and private instructor of their intention to terminate lessons *in writing.*

Commitment

Students and parents are asked to commit to the private lesson program for the entire year; if you find it necessary to terminate lessons we ask that this be done at the semester break (in writing). We ask that lessons not be dropped until the semester ends because teachers have reserved time for your child in their schedule. Your cooperation in this effort is greatly appreciated.

Student Commitment

If you, as a parent, commit time and money to this program, we suggest that you be insistent that your son or daughter practice daily at home. This will prohibit both students and parents from feeling as if they are spending money indiscriminately.

Financial Statement

Lack of personal financial resources should not prohibit any student from participating in the private lesson program. Please contact your director if you have any questions regarding this matter.

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LESSON ENROLLMENT FORM

Student's Name: _____

Address: _____ Zip: _____

Parent Name: _____

Home Phone: _____ Business Phone: _____

Parent e-mail: _____

Instrument: _____

Grade: 6th 7th 8th Class Period: 1st 2nd 3rd 5th 6th 7th

Private Lesson Teacher (if currently taking): _____

Instructions

Turn in completed forms to your child's band director. Students enrolling in this program commit to taking private lessons for the semester as outlined in the attached procedures. Cancellations **MUST** be made in writing.

Parent Signature: _____ Date: _____

- If possible, I would like my child to take private lessons during class. (Note: Lessons are 25-minutes in length if taken during class. The fee remains the same.)
- If possible, I would like my child to take private lessons after school.

Every effort will be made to accommodate scheduling conflicts. Please note conflicts below. (i.e. Wednesday church, piano lessons, soccer, etc.)

Special Note

Lack of personal financial resources should not prohibit your child from participating in the private lesson program. For more information, contact your child's director.

