



Private and Small Group Instruction Policies at CCftA

Scheduling & Attendance

- **Scheduling Lessons:** Lessons are taught year-round Monday through Friday between 12:30pm and 9pm by appointment. Half hour lessons are most common, but hour lessons are available as requested.
 - **Lesson Times:** All lessons are scheduled in advance based on teacher and student availability.
 - **Punctuality:** Students are expected to arrive on time. Lessons will end at the scheduled time regardless of late arrival.
 - **Missed Lessons:** No make up credit will be given for student absences.
 - **Make-Up Policy:** In the event of a teacher absence, credit will be given for the next month of lessons if a make up lesson cannot be scheduled. Subject to teacher availability.
 - **Group Class Commitment:** Group classes run on a fixed schedule. No refunds or makeups for missed group sessions.
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Tuition & Payments

- **Billing:** Tuition is billed monthly 2 weeks before the first lesson of the month. Payment is due before the first lesson of the month.
 - **Late Payments:** Payments not received by the due date may incur a late fee.
 - **Refunds:** No refunds for missed lessons due to illness, vacation, tardiness, etc.
 - **Payments:** Payments can be made by card through MyMusicStaff or by cash or check to Becca.
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Enrollment & Withdrawal

- **Minimum Commitment:** Enrollment is by month to be paid upfront at the beginning of the month before the first lesson.

- **Group Class Enrollment:** Students must enroll at the start of a session, starting on the first week of the month.
 - **Withdrawal:** Lessons may be terminated at the end of any given month. Credits or refunds will not be issued for lessons missed if a student terminates at the beginning or in the middle of a month.
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Curriculum & Progress

- **Materials:** Students may be required to purchase books or supplies. Some materials may be provided.
 - **Practice Expectations:** Regular home practice is expected and critical to student success.
 - **Performance Opportunities:** Recitals and ensemble performances may be offered. Participation is encouraged.
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Parent & Student Conduct

- **Code of Conduct:** Respectful behavior is expected from students and families. Bullying, disrespect, or inappropriate conduct may result in dismissal.
 - **Parent Involvement:** For young students, a parent may be asked to sit in on lessons to support at-home practice. We have a waiting room for parents to wait for their children during their lesson time or explore the CCfA campus and gallery.
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Health & Safety

- **Sick Policy:** Students who are ill should not attend in person. Virtual options may be offered if a student is well enough to participate from home.
 - **Inclement Weather:** Lessons may move online or be rescheduled in the case of weather closures. Cancelled lessons due to weather will be credited to the student account.
 - **Accessibility:** If you require accommodations please let us know and we will do our best to help. The schoolhouse is handicap accessible but some lesson spaces are not.
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Holidays

- We are open for lessons during all school vacations and during the summer.
- **We are closed on:** Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Holiday (Thurs. and Fri.), and Winter Break.