Private and Small Group Instruction Policies at CCftA

Scheduling & Attendance

- **Scheduling Lessons:** Lessons are taught year-round Monday through Friday between 12:30 pm and 9 pm 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.
- **Make-Up Policy: Missed Lessons, Make-Ups & Refunds:** We understand that unexpected illnesses and emergencies happen! If you are unable to attend a lesson, please notify your instructor as soon as possible. Absences due to illness or emergencies will be excused, and makeup lessons may be offered at the instructor's discretion, based on availability.
- Because lesson times are reserved specifically for each student, refunds or credits are not provided for missed lessons due to vacations, scheduling conflicts, or other personal commitments.
- If an instructor must cancel a lesson, a makeup lesson will be arranged whenever possible. If rescheduling is not possible, a credit will be applied toward the following month's tuition.
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- **Group Class Commitment:** Group classes run on a fixed schedule. No refunds or makeups for missed group sessions.

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.
- **Payments:** Payments can be made by card through MyMusicStaff or by cash or check to your instructor.

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.

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.

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 CCftA campus and gallery.

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.

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 (December 22 through January 5)