



MATTIX MUSIC STUDIO

2017-2018 School Year Studio Policy

Commitments

1. Teacher

- a. I will treat both parent and student with respect.
- b. I will prepare for each lesson.
- c. I will make you aware of competitions and performing opportunities.
- d. I will do my best to help you grow as a musician and as a person.
- e. I will provide a comfortable, safe and clean atmosphere for lessons.
- f. I will be a role model for the students, showing professionalism and expertise.

2. Student

- a. I will wash my hands before each lesson.
- b. I will come to each lesson with a good attitude and an eagerness to learn.
- c. I will stay focused on learning music during my lesson.
- d. I will listen to my teacher's coaching and always try to improve my skills.
- e. I will practice as my teacher requests and even more when possible.
- f. I will perform in the regularly scheduled studio recitals unless my teacher recommends differently.

3. Parent

- a. I will watch over my child's daily practice time.
- b. I will bring my child to the lesson on time.
- c. I will provide a supportive atmosphere at home.
- d. I will keep my child's instrument in good repair.
- e. I will ensure my child's safe arrival and departure from lessons.
- f. I will ensure my child brings all music books and materials to each lesson.

Teacher signature: _____

Student signature: _____

Parent signature: _____



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General Policies

1. Families may wait in your lesson classroom or in the foyer area inside the front of the church doors. No other room may be used, including the church nursery. Only water and baby formula are allowed inside the church. Please enjoy your snacks and beverages outside or in your car.
2. We recommend parents attend at least the first month of lessons. As you attend your student's lesson, please minimize distractions from siblings or technology. Plan on coming to the last five minutes of your lesson time to get your assignment from your teacher each week.
3. Suzuki students are automatically enrolled in group classes. Monthly tuition includes group class fees. The group class schedule may be found at mattixmusic.com/suzukiparents.
4. Notice of Nondiscriminatory Policy as to Students: Mattix Music Studio admits and does not discriminate students of any race, color, gender, orientation, national and ethnic origin to the rights, privileges and activities made available to students.
5. Safety: We request that you escort your student under age 10 to their lesson and then again escort them back to your car when the lesson is over. Church doors will remain locked at all times. Ring the doorbell to be let in by your teacher.

Attendance Policy

1. **Lessons must be cancelled by 10:00am** on the day of the lesson to qualify for a make-up class. Lesson cancellations are rescheduled throughout the week. Please notify your teacher directly with cancellations.
2. If the student cancels after 10:00am, no make-up class or refund are offered.
3. No refunds, credits or make-ups are issued for group class absences.
4. One excused absence may be made up in group make-up classes the last week of each semester. Students may choose one class time to attend. Make-up class dates will be announced at the beginning of each semester and posted on the online calendar.
5. If the student is tardy to a lesson, the teacher is not obligated to make the time up at that lesson or a later date.
6. If the teacher is unable to attend a lesson, the parent will be notified as soon as possible and the lesson will be promptly rescheduled at a time convenient for the student.
7. Some teachers offer the opportunity to receive a lesson via Skype or FaceTime if the student is unable to be present due to sickness or vacation. Ask your teacher if this is an option for you.
8. If school is cancelled due to severe weather, for your safety, lessons are generally cancelled in-person, but will be offered via Skype or FaceTime, if possible. Notification of changes will be sent by email or text as early in the day as possible. Announcements will also be posted at www.mattixmusic.com.
9. In order to withdraw from lessons, parents must give written notice 30 days prior to the last scheduled lesson. Withdrawals forms are available on our website: www.mattixmusic.com/students. Email katie@mattixmusic.com with your written notice. Please note that no refunds are given during the 30-day notification period.
10. Individual teachers may allow more or fewer make-up lessons. Please check with your teacher about his or her personal attendance and cancellation policy.



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11. In order to protect teachers and other students from contagious diseases, we request that students who do not attend lessons if they have had a fever within 24 hours. Teachers reserve the right to send home students who are ill or appear to be suffering from illness.

Financial Policy

1. During the school year (September through May), we will have thirty-four lessons. To facilitate household budgeting, the total for all thirty-four lessons will be evenly divided between the nine months of lessons. Note that the monthly rate stays the same regardless of the number of weeks in each month.
2. At your first lesson, you will sign a contract for automatic monthly credit or debit card payments upon booking lessons. The automatic charge will be deducted from your account on the 24th of the Previous Month, which will pay for the upcoming month. For example: The automatic charge will happen on September 24, to pay for October lessons. The automatic charge will happen on October 24, to pay for November lessons. If we see that no payment has occurred by the 1st of the month, then lessons will be cancelled that month, until a payment has been made. Your teacher will be notified of any cancelled lesson due to non-payment. In addition, failure to pay your tuition may result in your lesson time being open for other or new students to reserve.
3. Only credit or debit cards are accepted for monthly contract payments. Please read your online contract for further details about our financial policy.
4. A \$40 annual enrollment fee for each child will be added to your first tuition payment.
5. To change or add a credit/debit card, sign in to your online student account and click on Billing Information. The student login may be found in the top menu of mattixmusic.com.
6. No refunds will be issued for student cancellations, including during the 30-day period after written lesson termination notice is received.
7. You may receive a \$15 discount if you pre-pay for the semester with a check. A bank fee of \$25 will be assessed for any returned check.
8. Student music books are not included in the tuition.
9. A student may borrow a music book for up to two weeks. If not returned, you will be charged for the replacement value of the book.

I have read, understand and agree to abide by Mattix Music Studio's policies.

Date: _____

Student Name: _____

Parent/Guardian Signature: _____

Adult Student Signature: _____



MATTIX MUSIC STUDIO

Permission to Use Photograph

Family Member(s) Names: _____

Location: Western Springs, IL

I grant to Mattix Music, its representatives and employees the right to take photographs of me, my family members, and my property in connection with music lessons and classes. I authorize Mattix Music, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that Mattix Music may use such photographs of me without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

Mattix Music may use pictures of students to post on social media but never tags its students or mentions the name of any family members without explicit written permission.

I have read and understand the above.

Parent/Guardian Signature: _____

Printed name: _____

Date: _____



MATTIX MUSIC STUDIO

General Liability Release of Claims

I, student/parent/guardian, for and in consideration of the payment to me of music lessons, classes and activities, the receipt and sufficiency of which is hereby acknowledged, do hereby release and forever discharge Mattix Music, their agents, independent contractors, employees, successors and assigns, and their respective heirs, personal representatives, affiliates, successors and assigns, and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not herein named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, which I now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages of any and every kind, to both person and property, and also any and all injuries and damages that may develop in the future, as a result of or in any way relating to the following: music lessons, classes and activities.

It is understood and agreed that this payment is made and received in full and complete settlement and satisfaction the causes of action, claims and demands mentioned herein; that this Release contains the entire agreement between the parties; and that the terms of this Agreement are contractual and not merely a recital.

Furthermore, this Release shall be binding upon the undersigned, and his respective heirs, executors, administrators, personal representatives, successors and assigns. This Release shall be subject to and governed by the laws of the State of Illinois.

This Release has been read and fully understood by the undersigned and has been explained to me and goes into effect upon the submission of this form.

Printed Name: _____

Signed: _____

Date: _____