



# MATTIX MUSIC STUDIO

## 2018-2019 School Year Studio Policy

### *Piano Play*

#### **Commitments:**

##### **Teacher**

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

##### **Student**

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

##### **Parent**

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

#### **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. 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.
3. 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.
4. In the event of severe weather, for your safety, classes are cancelled. Notice of cancellations will be sent out as early as possible by email and text and posted at [mattixmusic.com](http://mattixmusic.com).



# MATTIX MUSIC STUDIO

## Piano Play Attendance Policy

1. Excused absences are those which are cancelled by 10:00am the day of the class. **Please email [info@mattixmusic.com](mailto:info@mattixmusic.com) to notify us of cancellations before 10:00am.**
2. You may make up any excused absence as long as there is room in another class time during the semester. Class sizes may not exceed three students. Because we may have families wanting to make up classes, please notify us of cancellations as early as possible.
3. Make-ups or excused absences will not be refunded and do not roll over into the next semester.
4. Unexcused absences are those which are cancelled after 10:00am or no-shows the day of the class. Unexcused absences may not be refunded or made up at another time.
5. If a student is unable to work independently or is a disruption to the others, a caregiver may be asked to attend class with them.
6. In order to withdraw from lessons, parents must give written notice 30 days prior to the last scheduled class. Email [katie@mattixmusic.com](mailto:katie@mattixmusic.com) with your written notice. Please note that no refunds are given during the 30-day notification period.

## Financial Policy

1. During the school year (September through May), we will have thirty-four classes. 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 ACH bank account payments upon booking lessons. The automatic charge will be deducted from your account on the 15th of the month, which will pay for the upcoming month. For example: The automatic charge will happen on September 15, to pay for October lessons. The automatic charge will happen on October 15, 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. You may pay for the school year up front by check and receive a 3% discount. Please read your online contract for further details about our financial policy.
4. A \$50 annual enrollment fee for each child will be added to your first tuition payment.
5. To change or add a bank account, log in to your online student account and click on My Profile, then Billing, then scroll down to Add ACH Payment Method. The student login may be found in the top menu of [mattixmusic.com](http://mattixmusic.com) or at [mattixmusic.com/login](http://mattixmusic.com/login).
6. No refunds will be issued for student cancellations, including during the 30-day period after written lesson termination notice is received.
7. A bank fee of \$25 will be assessed for any returned check.
8. Student music books are not included in the tuition.

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

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## 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: \_\_\_\_\_