



# St. Timothy Music Academy

## Policies 2019-2020

Thank you for enrolling your child in the St. Timothy Music Academy! It is our goal to provide your child with quality music instruction in a caring Christian environment. This document details the expectations and policies for music lessons at St. Timothy. If you have any questions or concerns about these policies, please contact the Minister of Music and Celebration, Craig Harmann, at 281.469.2457, or [craig@stlhouston.org](mailto:craig@stlhouston.org)

### TEACHER EXPECTATIONS

Teachers are expected to be on time for lessons and prepared to teach. They are committed to provide a quality music education that empowers students to reach their full potential as musicians as the students grow in love, enjoyment, and knowledge of music. Teachers give weekly assignments, provide encouragement and praise, recommend materials, answer questions, and offer performance opportunities.

### STUDENT EXPECTATIONS

The biggest student expectation is **practice**. Consistent, daily practice is essential to the learning process and truly maximizes the private lesson potential. Having a keyboard, guitar or a piano is essential to growth as a musician. Students will be provided with materials from the teacher and will reimburse the Music Academy for the cost of resources. It is vital that the students bring their materials each week. Students are also required to bring an assignment notebook.

### PARENT EXPECTATIONS

Parents are the final key to success in the lesson experience. Most young children do not have the self-discipline to practice and stay focused without a parent's help. Parents do not need to know about music but **DO** need to be sure that their child is using his or her time productively. Parents also need to provide a practice environment that is free from interruptions and distractions, along with providing encouragement to practice.

## **BILLING**

Tuition for lessons is **\$25 per lesson for the fall 2019 semester**. If there are multiple instruments or siblings, the discount will be \$5 per lessons for the first additional instrument or sibling, and \$10 for the second additional instrument or sibling. Prior to the beginning of each month, you will be e-mailed an invoice for the upcoming month. If a lesson is missed, it may be either made up at a convenient time in coordination with teacher and student schedules or made up at the end of the semester. Payment for each month is due at the first lesson of each month or by the 7<sup>th</sup> of the month. **After the 7<sup>th</sup> of the month, a \$25 late fee will be assessed.** Checks are to be made out to **St. Timothy Lutheran Church** and can be turned in to your teacher or the church office. There is an online payment option available if you would like to skip writing a check. Please contact Mr. Harmann if you are interested in that option. **If there are any financial issues that you are facing, please communicate with Mr. Harmann and we will be willing to work with you.**

**IMPORTANT: There is a \$15 returned check fee. If two consecutive payments are missed lessons may be terminated. Re-enrollment can only occur after any delinquent payments have been made. Future lessons will then be required to be paid one month in advance.**

## **CANCELLATION POLICY**

Your lesson fee secures your teachers expertise AND time for your half-hour lesson. We require a minimum of a 24 hour notification if you need to cancel your lesson, with the sole exception of illness or a health/vehicle emergency. Contact the teacher directly or contact Mr. Harmann if you do not have the teacher's phone number. This policy protects the teachers and prevents them from wasting their time waiting with no student. If adequate notice is given, the lesson is considered "excused" and there will be an opportunity to make up the lesson at a time that fits into schedules. If you do not give notice, the lesson is considered "unexcused" and the lesson is charged. **FAILURE TO PRACTICE OR FORGETTING YOUR BOOKS IS NOT A VALID EXCUSE FOR CANCELING A LESSON.**

Teachers are also expected to give reasonable notice if they need to cancel a lesson. For extended school breaks (Thanksgiving, Christmas, Spring Break), there will be no lessons for those times (see printed calendar). In the event that Bright Beginners Preschool or the entire facility needs to close (i.e. a hurricane or flood) that information will be available on our website [stlhouston.org](http://stlhouston.org) or the St. Timothy Facebook page. St. Timothy Music Academy will also follow Cy-Fair ISD for bad weather closures.

## **TERMINATION**

The student may terminate lessons at any time by notifying the teacher and Mr. Harmann two weeks in advance. If proper notice is not given, payment will be expected for the entire month.

## **MINISTRY**

The St. Timothy Music Academy is an extension of the Music Ministry of St. Timothy Lutheran Church. Our intent is to not only teach music skills, but also to share God's love with students and their families. Opportunities will be given to share music in worship services at St. Timothy. This is not an expectation, but an opportunity and is by no means mandatory.

If you have any questions or concerns, please feel free to call Craig Harmann, Minister of Music and Celebration at (281)-469-2457 or email him at [Craig@stlhouston.org](mailto:Craig@stlhouston.org)