



STUDENT HANDBOOK

Student Handbook

Registration

One-on-One: Neighborhood Music School offers one-one-one lesson in the following instruments: piano, guitar, violin, cello, trumpet, trombone, saxophone, flute, clarinet, bass, drums, and voice. All lessons are an open enrollment status. You may start and cancel at any time. New students may fill out a registration form online at Jackrabbit music. The first month's tuition will be collected along with a \$12 annual registration fee. **Annual Registration** fees are paid upon first time registration and March of the following year.

Tuition

Under 18

30 min.	\$68
45 min.	\$102
60 min.	\$136

Over 18 (adult)

30 min.	\$75
45 min.	\$112
60 min.	\$150

Individual lesson tuition is paid on a monthly term. **Tuition must be paid in advance by the 28th day of the previous month.** Payments can be made through the Jackrabbit Parent Portal or by calling the Main Office. We currently are not taking

in person cash payments. Check payments can be mailed to us or left in our mailbox located in the front of house.

Credits: Credits will only be issued scheduled lesson is cancelled for that day. We will not issue credits for any absences.

Late Tuition: We are committed to keep your music lessons going. If you are having difficulty paying for your tuition, please speak to NMS staff member for options and to work out a payment plan.

Scheduling

At this moment schedule changes can be made directly with instructor or by calling the office. Please allow one week before changes can be accommodated.

Attendance Policy

Absences

Students should notify staff or teacher 24 hours in advance of a missed lessons. Absences can be made submitted through the Jackrabbit parent portal. Those with an advanced notice will be marked as *Excused*. Students who call to cancel their lesson on the same day will be counted as *Same Day Cancellation*. Students who do not give notice of an absence are considered a *No Show*. Three consecutive No Shows will result in the loss of a student's scheduled time slot.

Make-Up Lessons

Make-up lessons are not guaranteed and may be requested for an excused absence (24-hour notice). Students can request a makeup lesson directly from their teacher.

Withdrawal

Students who wish to discontinue lessons will need to notify NMS office staff first. Please do so before the 28th of each month. Enrollment automatically rolls over unless otherwise specified by parent/guardian.

Instruments & Lesson Books

At this moment NMS is not providing rental instruments except for placing a full-size piano in students homes. Teachers will inform parents and student of required lesson books on their first lesson. Below is a list of music stores in the area where you can rent and buy books.

Piano Placement: For families who are interested and can accommodate a grand, baby grands and upright pianos we have a limited inventory of piano's that are available. Rental fees are \$30 refundable deposit and \$10 monthly fee for all instruments including pianos. Both fees are paid when student checks out the instrument.

Grant Information

Periodically we may ask you for more personal information regarding age, education, or financial status. This information is only for reporting back to our donors. We do not share this information outside of our funders and NMS staff. This information will not affect your enrollment at NMS.

Special Needs Accommodations

Unfortunately, due to staffing limitations, we are unable to accommodate children with severe learning disabilities.

Student Expectations (Virtual)

Students are expected to log in to their lesson at least 5 minutes prior to start time. They are to wait in teachers virtual waiting room until meeting is launched.

While in their lesson's students must adhere to instructors' rules and follow their directions. Create an environment with minimal to no distractions. Set up the camera and view before the lesson (better if it is not on the piano; especially with phones, this can create a buzzing sound when the teacher is trying to listen to the student play.) For piano, place the device at a side angle where the teacher can see the student's hands, posture, keys, and music if possible. Parents please communicate with the teacher for any printed material your child may need. Please print and have those ready before their lesson. Whenever possible please be available before or after the lesson for instructors' notes. The duration of the lesson may vary. Allow 5 minutes either at the beginning or at the end of the lesson, to allow for coming in and out of the class, switching over to the next student or talking to the parent.

Non-Discrimination Policy

Neighborhood Music School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.