

New Art SCHOOL

NEWTON CONOVER AUDITORIUM

2014-2015

GENERAL POLICIES

Student Attendance – Students are expected to attend all scheduled lessons. Students must notify the instructor of your anticipated absence. There are no make-up lessons for student absences in any group lessons. There are no refunds for missed lessons.

Make-up Lessons – Students to have their invoices paid per month or year. If the school or instructor finds it necessary to cancel a class each instructor has their own schedule for make-up lessons. Please consult your instructor to reschedule any excused absences. No-shows will not be excused.

Tardiness – Students are required to notify teachers of anticipated tardiness. Students, who are excessively late of ten minutes or later, with no notification to teacher, will be counted as absent. Teachers are not required to make up time lost.

Materials – Students are required to purchase their own method books used for instruction. Teacher will notify students and/or parents of required materials. Students are expected to bring materials to each lesson.

Recitals – Students are encouraged, but not required to participate in recitals, festivals, master classes, and other various public performances at the instructor's discretion.

Cancellations – If a class or lesson is canceled due to inclement weather, teacher illness or emergency, the teacher will contact student to reschedule the lesson.

Observations – Parents are allowed to sit in during private lessons at the instructor's discretion. Parents are asked not to sit in during group lessons.

Drop-offs – Parents with children under the age of 8 are asked not to leave the building during your child's lesson.

Waiting Area – Parents are asked to prevent children from aggressive horse play. We share our area with the ballet and pottery studios. Please be respectful in keeping noises to a minimum.

Leaving the Studio – No child is allowed to leave the studio without a parent's permission. Young students will wait in the studio until a parent arrives to pick them up.

Inclement Weather – The NewArt School follows the Newton-Conover City School cancellation/dismissal schedule.

No Pets – No animals except service animals are allowed.

TUITION POLICIES

- Tuition is due the 1st of every month. You will receive your invoice prior to the 1st of the month for which that month's tuition is due. If you are late with a payment, please notify the office to make arrangements so that it does not interrupt your child's lessons.
- Please note that if your tuition is over 2 months late, your student will not be allowed to continue lessons until the bill has been brought up to date and a \$25 late fee will be applied.
- Please give the NewArt School one month's notice if you decide to cancel lessons for any reason.

SCHEDULE

- Once registered, your child has lessons from **August 4th, 2014 to May 29th, 2014**
- No lessons the following weeks:
 - *Thanksgiving*: Nov 26th, 2014 – Nov 28th, 2014
 - *Christmas & New Year's*: Dec 22nd, 2014 – Jan 2nd, 2015
 - *Easter/Spring Break*: April 3rd, 2015 – April 10th, 2015

NewArt School of Music – Policy Sheet

Signing below verifies that you have read and understand all
NewArt School of Music policies.

Student Name (PRINT): _____

Student Signature: _____

Parent/Guardian Name (PRINT): _____

Parent Signature: _____

Date: _____