

# Creative Avenue Music School – Policy Handbook

## Tuition

All instrumental teachers at Creative Avenue Music School are independent contractors. As such, each teacher is free and obligated to set their own specific rates, policies, and curriculum.

A one-time registration fee of \$25 is required to book your first lesson.

Monthly tuition shall be paid directly to the teacher in advance. Tuition is always non-refundable, even during mid-month cancellations or emergency absences.

Lesson-to-lesson tuition shall be paid directly to the teacher in advance. This can be done via the website ([creativeavenuemusicschool.com](http://creativeavenuemusicschool.com)) or in person. Tuition is non-refundable.

## Philosophy

The mission of Creative Avenue Music School (CAMS) is to:

- **Renew** a passion for musicianship in the hearts of both young and old.
- **Make** music accessible to all K-12 students with little to no experience in music.
- **Provide** an outlet for creative development, social-emotional growth, and opportunities for children to increase skills that build life-long learners.
- **Build** and improve reading ability and strengthen students' ability to memorize and retain new information.

## Teacher Responsibilities

- Provide individualized instruction for each student, maintain a positive and enthusiastic atmosphere for learning, and encourage a feeling of success at each student's individual learning rate.
- Provide music, materials, and assignments matched to individual student's needs, goals, and learning styles.

- Offer performance and enrichment activities with a balanced theory, technique, ear training, sight-reading program, and performance opportunities.
- Continue to develop teaching skills and music knowledge by belonging to professional organizations, attending workshops and conferences, reading professional publications, and engaging in other activities leading to professional growth.

## Parental Responsibilities

- Be involved and be a cheerleader – helpful, interested, and supportive!
- Provide a well-maintained piano or good-quality digital keyboard.
- Help students reserve a regular time for practice each day. This can be done simultaneously or into two or more daily practice sessions.
- Provide a practice environment free from interruptions – family, friends, TV, computer, or phones.
- Be financially responsible and communicative – communicate any questions or concerns about your child’s progress.

## Student Expectations

Arrive at each lesson on time, well-prepared, and with all books and materials.

Practice – time at the piano is essential, and so is what you do with that time. You’ll make the most progress if you spend time playing every day and practice with the tools that will get you results!

Students must listen before, during, and after their lessons and be respectful. Parents may be asked to come and sit in the studio with their child/children if they need help to follow directions.

Participate in studio activities, performances, and other planned events. Students may also participate in events sponsored by Dayton Live or other local arts organizations.

# Parent Involvement

Students succeed most when parents are involved in their child's music education. Please show your support by doing at least **TWO** of the following each week:

- Be involved in your child's at-home practice as appropriate for their age and skill level – younger children especially need help from parents with their practicing and will benefit from one-on-one daily assistance.
- Learn to improvise with your child and improvise together frequently (no music skills needed).
- Play duets with your child.
- Listen to classical, jazz, and other musical genres and discuss what you like.
- Take lessons or practice yourself!

# Cancellations

No make-up lessons, refunds, or pro-rating will be given for lessons missed without at least 24 hours' notice (email or text) before the scheduled lesson time. Notification of absence does NOT guarantee a make-up lesson. Make-up lessons will be subject to the availability of the instructor & and studio. Make-up lessons cannot be scheduled more than 10 days in advance. All make-up lessons must occur no more than 30 days after the initial absence. There can be no more than 1 make-up lesson in any given month and no more than 8 in a year. Notification of vacations must be at least 30 days in advance.

In the case of unforeseen circumstances when 24-hour cancellation notice is not possible, tuition remains non-refundable. Make-up lessons may be offered at the discretion of the teacher, subject to studio availability. At most four emergency make-up lessons will be offered per year.

# Discontinuing Lessons

A minimum 15-day notice is required to withdraw from lessons. Oral notice of cancellation is not valid. Written cancellation notice (via text or email) at least 15 days prior to the final month of scheduled lessons is required. Tuition payment is

never refunded for discontinuing lessons mid-month. Missed lessons not already made-up will not be refundable upon withdrawal.

## Parking

Metered parking is available downtown. Please use the meter to pay or download the Passport app and follow the instructions to pay for parking. Please do not park in the delivery zone areas; your car may be towed.

## When You Arrive

- Please arrive **ON TIME** with your music, lesson book, and other relevant materials. Lessons will begin and end on time, and students who are late will have what remains of their lesson time.
- Please wash your hands when you arrive, and be sure your fingernails are trimmed. It's impossible for students with long fingernails to use the correct technique on the piano.
- Please put away electronic devices and **CELL PHONES** during lesson time.
- Please don't bring beverages, candy, or gum into the studio. No food or beverage other than a closed water container is allowed anywhere in the studio to protect our instruments.

## Contacting the Studio

The contact option on the website, [www.creativeavenuemusicschool.com](http://www.creativeavenuemusicschool.com) is the best communication method. Emails can be sent to [creativeavenuechristianschool@gmail.com](mailto:creativeavenuechristianschool@gmail.com).

## Respecting Students and Studio Property

Students are expected to respect studio instruments, equipment, and music, and will be responsible for replacing damaged items. Students are also expected to show respect for the instructor, parents, and other students in the studio.

# Medical and Liability Statements

This studio policy is a legal contract made between J. Watkins Enterprise LLC (d.b.a. Creative Avenue Music School), and the family for the provision of private music instruction services by Creative Avenue Music School to Student. The undersigned has read the Creative Avenue Music School policies found at [www.creativeavenuemusicschool.com/handbook](http://www.creativeavenuemusicschool.com/handbook), and fully understands its terms, conditions, and provisions. The undersigned agrees that if any portion of this studio policy is invalid, the remaining portions shall continue in full force and effect.

Unless written notice is given to the studio, permission is granted to Creative Avenue Music School, and its operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian.

Parents/legal guardians must stay on the premises during classes/lessons to ensure your student's safety. Creative Avenue Music School instructors and staff do not supervise children before and/or after classes/lessons. Children are under supervision during their instruction time only. Instructors and staff are only responsible for supervising children during teaching time.

Parents/legal guardians of minor students and adult students fully waive and relinquish any and all claims against Creative Avenue Music School and its owners, instructors, agents, and employees from injuries or damages as a result of participating in any activities or classes in any way associated with Creative Avenue Music School. I further agree to indemnify and hold harmless Creative Avenue Music School from any and all claims resulting in injuries or damages arising out of, connected with, or in any way associated with the activities of any of the programs.

## Photo and Video Release

By initialing below, I permit Creative Avenue Music School to take photographs and videos of my child(ren) and use them in printed or online formats for advertising and educational purposes. Photos and videos may be used in the studio scrapbook, advertising materials, lesson demonstrations, professional presentations, and blogs, and on studio-owned websites, blogs, and Facebook pages. The studio follows online safety rules in this matter. Photos taken by the teacher OR that are shared with the teacher by other parents or students of gatherings or performances become the property of the studio and may be edited. These photos can be used at the discretion

of the teacher in regard to the studio. I expressly release Jessica M. Watkins, J. Watkins Enterprise LLC, and Creative Avenue Music School from all claims that I have or may have for invasion of privacy, defamation, or any other cause of action arising out of the exhibition or distribution of any materials in which my child(ren) may appear. This consent is binding upon heirs and future legal representatives.

**PARENT AGREEMENT: I have read the Studio Handbook and Policy at [www.creativeavenuemusicschool.com/handbook](http://www.creativeavenuemusicschool.com/handbook) and agree to abide by all the terms and conditions in that document. I acknowledge my financial responsibility to Creative Avenue Music School and understand the cancellation and rescheduling policies.**

*Please note that my policies are in accord with the recommended professional policies of the Ohio Department of Education (ODE).*

*This handbook outlines the respective contractual obligations and responsibilities between the Creative Avenue Music School, and the student/responsible Parent. Creative Avenue Music School has found that the relationship between Creative Avenue Music School and student/responsible Parent works to everyone's benefit if we clearly set out the terms and conditions under which Creative Avenue Music School will provide the music instruction program to the student.*

*Therefore, all parties agree to be bound by the terms and conditions of this Agreement.*

*Creative Avenue Music School reserves the right to update or modify these policies at any time and without prior notice unless a material change is made, in which case we will notify you through the email we have on file for you.*

*Your use of our services following any such change constitutes your agreement to follow and be bound by the policies as changed.*

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Printed Name

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Date

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Signature