

Harmony Road Music Center

Location: 2385 Carlos Street, Moss Beach
Mailing: PO Box 370692, Montara, CA 94037
Phone: (650) 72-TUNES (728-8637)
Web: www.HarmonyRoad.us
E-mail: info@HarmonyRoad.us
Director: Kitty Rea

Class Guidelines and School Policies

Class guidelines

a. PARTICIPATION:

We are our children's greatest role models. Parent involvement is an integral part of each lesson, and is important to the progress of students. Class activities are structured around parent-child partnership. Long experience has shown that children have more fun and learn faster when their parents are learning along with them. We anticipate and encourage your new friendships, however please reserve 'social talking' for time outside of class.

b. PRACTICING:

Students age 4.5 and up need to set aside time for practicing. Keeping up with the class not only makes the class more fun but helps younger students learn about holding up their end of a group commitment. In class we'll talk about the amount of practice time and strategies to get children to practice. Parents should motivate, support, and encourage but not police practice times.

c. SAFETY:

The studio is fairly child-proof, but please supervise your child's activity so accidents do not occur. For the safety of all children in class, running inside or outside the studio is not allowed unless part of a musical class activity.

d. FOOD:

With the exception of water, please no snacks during class or in the studio. Once one child eats, the rest are completely distracted and class is disrupted. If your child is starving, please take them out of class for a quick snack. Infants may be fed at any time -- there's no way to reason with a hungry 6-month-old. :)

e. DISRUPTIONS:

If your child is 'marching to his or her own drummer' during class and is not disruptive, please continue to participate and keep one eye on your child. If your child is over-stimulated or overwhelmed, often they just need a short break. Please give them a warning or two, and then take them outside the classroom for a few moments. Most children will decide on their own to come back to class as they hear our activities continuing without them. If your child is 'melting down' and disrupting the class, please take your child outside, away from any open business and have a 'calm down' moment.

f. HEALTH:

For the consideration of all, please do not bring a sick child to class. All 'mouthed' instruments are cleaned after each class. For keyboard students: please wash hands or use antibacterial gel before class. This keeps the instruments clean and minimizes the spread of germs. Parents: No one will be offended if you wipe off your child or any instruments before, during or after class. Do what makes you feel comfortable.

g. HAVE FUN, LEAVE THE 'REAL WORLD' OUTSIDE & ENJOY YOURSELF:

I'm always open to questions, comments, suggestions, and discussions. I want you and your child to be happy on your road to a lifetime of music-making and enjoyment.

Endless thanks to you for joining me on my journey.

Kitty

School Policies

1. Registration

- a. Wiggler, wobbler, walker, toddler and preschool classes can be joined at any time during a semester if space is available. Tuition will be prorated.
- b. For the beginning level of Harmony Road, Young Musician and Keyboard Prep, late registration is may be permitted up through lesson four and tuition will be billed for the full semester.

2. Financial policies

- c. There is a one-time, non-refundable registration fee of \$25 for all new students.
- d. Tuition and materials fees are due in full by the first day of class. Checks should be made out to Harmony Road Music Center.
- e. Payments may be made by check, cash or money order.
- f. Tuition payment received after the 10th day of the month is subject to a \$15 late fee. The returned check fee is \$30.
- g. Monthly payment plan for classes: Those selecting the monthly payment plan will be charged a monthly interest rate of 6%. Payments are due at the first lesson following the due date. Payments and due dates are as follows:

<i>Payment</i>	<i>Fall semester</i>	<i>Spring semester</i>	<i>Summer semester</i>
<ul style="list-style-type: none"> ▪ \$25 registration fee ▪ Materials fee ▪ 25% of tuition plus 6% interest 	September 1	February 1	June 1
<ul style="list-style-type: none"> ▪ 2nd payment 25% of tuition plus 6% interest 	November 1	March 1	July 1
<ul style="list-style-type: none"> ▪ 3rd payment 25% of tuition plus 6% interest 	December 1	April 1	
<ul style="list-style-type: none"> ▪ 4th (final) payment 25% of tuition plus 6% interest 	January 1	May 1	

3. Facilities policies

- a. Outside of class time, children are the responsibility of parents and caregivers.
- b. Running or loud noise in the courtyard area is not permitted. We want our building neighbors to stay happy. During class, if your child is having a 'melt down,' please take them away from the other businesses so they are not disturbed.
- c. Do not go into the landscaped areas. Please stay on the concrete pathways.
- d. Bathrooms are used by all building tenants. Please be considerate and 'pack out' any diapers. Garbage is not picked up every night.
- e. No food or drink is allowed in the studio.

4. Attendance policies for classes and lessons

- a. No refunds or credits will be given for missed classes.
- b. Please do not bring a sick child to the classes.
- c. Regular attendance at lessons is expected. Students are charged for all lessons including those missed due to student absence
- d. If you need to miss a class for any reason, as a courtesy please call to let us know.
- e. If your instructor needs to cancel a class or lesson, classes will either be rescheduled or you will be given a credit.
- f. Each class includes important new concepts as well as review and reinforcement of the ongoing curriculum. While most people have to be absent occasionally, we encourage you to make music class a priority.
- g. Missed group classes:
 - a. For students under age 4.5, you may attend any class at the same level for a make-up. Missed classes during the fall and spring semesters must be used during that school year. Make-ups from the summer session can be used through October 31 if students are registered for the fall semester. Summer tuition can be prorated for planned vacations.
 - b. For students over age 4.5, please ask for the assignment you missed. You are welcome to come to the class a level below your class but it is not possible to make-up a missed class. In each class we review and reinforce the previous week's lesson but missed class information will not be re-taught. Do your best to catch up and ask good questions!
- h. Missed individual lessons:
 - a. Since an instructor has reserved a weekly teaching time for a student, there will be no refund/credit of tuition for any missed lessons due to student absence.
 - b. To be eligible for a make-up lesson, please let us know you will be absent. If you do not notify us, you will not be able to make up this lesson. For make-ups, you may sign up for an "open" slot on the schedule. Sign-ups are first-come, first-served. If you miss an agreed upon make-up lesson, it will not be rescheduled.
 - c. Students who are late for a lesson cannot be guaranteed their full lesson time. Instructors will wait for a student for 15 minutes before starting another lesson or leaving.

5. Discounts for group classes

- a. When two or more from the same immediate family (brother, sister, mother, father) register for classes other than Family Time in the same semester, a family discount is available. A 5% discount is applied to all classes except the one with the highest tuition charge, with no further discount for any reason.
- b. When an individual student registers for more than one class during a semester, a 10% "second instrument" discount is applied to all but the highest tuition charge. For students registered in a music class, Sign & Sing qualifies you for a second instrument discount. The "second instrument" discount also applies to private piano students taking an additional class.
- c. Family discounts are included in the Family Time tuition. No further discounts will be made for this class.
- d. Individual lessons are not eligible for a family discount.

6. Dismissal

- a. To best serve the musical needs of all our students, Harmony Road reserves the right to dismiss any student because of lack of interest or progress, frequent unexcused absences (three or more consecutive classes or lessons), frequent tardiness, disruptive behavior, delinquency in payment of tuition and/or failure of students or parents to abide by the school policies.

7. Withdrawal and refunds

- a. Any request to withdraw from classes or lessons must be made in writing to the Harmony Road Music Center. Verbal requests will not be honored.
- b. Before the semester begins, students will receive a full refund less the \$25 registration fee and a \$50 processing fee. No refunds will be given once the classes have begun.
- c. In extreme cases involving serious illness, death, or relocation, arrangements for credit or refund can be made.