



POLICIES 2016/17

OFFICE HOURS

Marianne Ryan, Founding Director

Office Hours: Mon – Fri 8am – 4pm

together4music@yahoo.com

781-366-0311

2016-2017 SCHOOL CALENDARS

Group Classes/Ensembles, start dates may vary but will typically run 9 weeks/term:

Fall: Monday, September 12 – November 22

Holiday: Monday, November 28 – December 17

Winter: Monday, January 9 - March 13

Spring: Monday, March 20 – May 26

Summer: June—August, flexible schedule available

Private Lessons: Offered Year-Round

DMA VACATION DAYS

DMA will be closed on the following holidays: (Some private lessons will be held)

Labor Day: Monday, September 5, 2016

Thanksgiving Holiday: Monday, November 21, 2016 - Sunday, November 27, 2016

Winter Break: Monday, December 26, 2016 - Monday, January 2, 2017

Martin Luther King Day: Monday, January 16, 2017

Memorial Weekend: Saturday, May 27 - Monday, May 29, 2017

Independence Day: Tuesday, July 4, 2017

WEATHER CANCELATIONS

- On weekdays during the school year, DMA follows the Dedham Public School closings and delays regarding inclement weather. **If the weather has cleared by mid-afternoon these classes will be held and you will be notified on the day of the lesson.**
- For recorded information on late-day or weekend storms you can call the DMA office at (781) 366-0311 after 8:00 am. Closings will be posted on our website.
- Instructors may make an individual decision to cancel classes due to bad weather, in which case you will receive a call from the DMA office or from the instructor directly.
- **DMA offers ONE snow day make up DURING WINTER SEASON.**

WAYS TO SAVE

Refer a Friend: You and a new student to DMA can both save \$20 each!

Birthday Discount: Save 10% off on group class or one private lesson. Make sure you are on our mailing list.

ENews Discount: Special coupons sent with our Enewsletter. Make sure you are on our e-mailing list.

Family Discounts: When a family member is enrolled in Private Lessons, you receive a 10% discount on group classes.
5% discount for 2nd & 3rd Family Member enrolled in Private Lessons.

Multiple Instrument: 5% discount for second and third instrument.

Senior Discount: 5% Discount for students ages 65+

***discounts cannot be combined except for “Refer a Friend”**

PRIVATE LESSON PROGRAM

Our lessons are offered year-Round – weekly or twice a week. Registration fee for new families is \$20. Semi private lessons are also available for siblings/friends to learn together. (groups of 2) An affordable way for families to introduce an instrument to younger family members.

Private Lesson Program Tuition:

- ½ hour is \$37
- ¾ hour is \$55.50
- 1 hour is \$74

Semi Private Lessons (Instrument lessons only) and Single Drop In:

- ½ hour is \$40 (drop in only)
- ¾ hour is \$60
- 1 hour is \$80

PAYMENT FOR PRIVATE INSTRUCTION

- Checks made payable to Discover Music And Art.
- **A \$75 deposit is due at time of registration.** This deposit will be refunded if four weeks notice is given to DMA office of withdrawal from the program. Checks can be mailed to 597 High Street Dedham, MA 02026, left in our drop box outside the studio or with your instructor.
- **Monthly payments are paid in advance** for the upcoming calendar month and **due on the 28th.** Amount due will be calculated based on number of lessons in each 5 month month billing cycle. Tuition will be pro-rated to reflect our studio calendar and for new students starting mid-month. **A Fee of \$25 is charged for late payments if received after the 5th of the month.**

AUTO PAY FOR PRIVATE INSTRUCTION

- Monthly automatic credit card (VISA, MC & Discover) payment plans. A one time fee of \$10 is accessed in order to help offset credit card fees for this service. (\$75 deposit fee is waived).
- **Monthly payments are paid in advance** for the upcoming calendar month and **due on the 28th.** Amount due will be calculated based on number of lessons in each 5 month month billing cycle. Tuition will be pro-rated to reflect our studio calendar and for new students starting mid-month. **A Fee of \$25 is charged for late payments. A Fee of \$25 is charged for late payments if received after the 5th of the month.**

PREPAY DISCOUNT FOR PRIVATE INSTRUCTION

Prepay tuition for 5 months and receive 5% discount. Only applies to students beginning in September or February. Payment **MUST** be made by August 28th for lessons beginning in September or January 28th with lessons beginning in February.

FAMILY/MULTIPLE INSTRUMENTS DISCOUNT

Additional family members/multiple instruments receive 5% discount off above tuition rates on 2nd and 3rd student/instrument.

WITHDRAWALS/LEAVE OF ABSENCE

We require four weeks notice prior to withdrawal or leave of absence (your deposit will not be refunded without four weeks notice). If you are on auto pay your card will be charged \$75. Request must be in writing or by email.

Make-Up Classes

- One make-up lesson will be scheduled for between September – January and one for between February – June as instructors' schedules permit.
- No refunds or credit will be made for any additional missed lessons.
- All teacher absences will be made up or credited.

Lesson Rescheduling

- In order to value our instructors time and talents we cannot guarantee availability for rescheduled lessons. However we will look into options if instructors' schedules allow and the following procedure is followed:
- Student must notify DMA office 24 hours in advance. (Monday students must contact us by Saturday at 2pm) 781-366-0311

OBSERVATION OF LESSONS

Parental involvement is paramount to a student's success. Parents are strongly encouraged to observe a few lessons and to follow up with private instructor following each lesson.

STUDENT CONDUCT/RESPONSIBILITIES

The study of music and the arts is a joyous and rewarding experience. It offers a unique opportunity to develop one's self-expression, artistry and discipline. In order to make good progress, students should do the following:

- Attend lessons regularly and on time. Instructor will wait 10 minutes for a student, and students are asked to do the same for instructor.
- Practice every day in a quiet place--quality of practice is as important as quantity. Children and Teens may need parental support and guidance to build healthy practice habits.
- Keep instrument and books in good working order, and bring to every lesson.
- Talk to teachers about goals and how to achieve them.

Students are expected to treat each other, the staff, the faculty, and the building with courtesy and respect. Any discourteous or disrespectful behavior will result in immediate dismissal from the class.

RECITALS/PERFORMANCE OPPORTUNITIES

- We hold two Student Performances in January and June. There is \$15 recital fee (plus accompanist fees if needed for vocalists).
- Multiple performance opportunities in the community such as coffeehouses, special events and assisted living homes (no fee).

SUMMER PRIVATE LESSON

Our SUMMER lessons are offered during July and August. Two scheduled "vacation days" are offered with no charge. Must be scheduled with DMA office at least 24 hours in advance. **NO MAKE UPS** are offered during the 8 week summer session. Registration fee for new families is \$20. Semi private lessons are also available for siblings/friends to learn together. (groups of 2) An affordable way for families to introduce an instrument to younger family members.

GROUP CLASSES

- Office must be notified **before** second week of instruction for partial refund of tuition.
- \$20 registration fee and any material fees are non-refundable.
- DMA reserves the right to cancel courses if enrollment is below an acceptable minimum. In this case, ALL fees will be refunded.
- Music Together students are allowed two make-up classes per term and can be arranged by using the online make-up scheduler.

RETURNED CHECK/NSF POLICY

DMA charges a \$25 fee for any returned checks or NSF transaction.

SECURITY & CAREGIVERS POLICY

DMA does not assume responsibility for unattended students. In the event of a late pick up, a **10 minute** grace period will be allowed, after which a **\$25 fine** will be charged.

INSTRUCTOR CHANGES

DMA reserves the right to make course and/or instructor changes at any time.

STUDIO USE POLICY

Help us keep DMA tidy! No food or drink is permitted in studios, with the exception of bottled water and baby bottles. Please help us by disposing of any food or drink in the trash can **right outside our studio**. **Please do not place any items other than sheet music on DMA pianos or equipment**. Please be mindful that there may be several other lessons, rehearsals or performances going on at DMA during your lesson. We ask that you give them the courtesy of being quiet while in the building.

PARKING

Free parking is available in the Keystone lot, at the corner of Eastern Avenue and High Street. Metered parking throughout the Square. Free parking in Lower lot on corner of High Street and East Street.

USE OF PHOTOGRAPHS AND VIDEOS

DMA may take photographs of classes, lessons, recitals and events for promotional use in on-line and print materials. It is our policy not to include the names of children in any captions. **If you would like us to NOT use any images of yourself or a family member, please let us know in writing or by email.**

NON-DISCRIMINATION POLICY

Discover Music And Art admits students and families of any race, color, national and ethnic origin, religion, marital status, political belief, sexual orientation, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, religion, marital status, political belief, sexual orientation, and disability in administration of its educational policies, admissions policies and other school-administered programs.