



PRIVATE LESSON POLICIES for STUDENTS

Welcome to Community Music School's private lesson program! Please review this document and contact your instructor or the private lesson coordinator with any questions.

Happy learning!

Rachael Small, Coordinator

Lessons

- Students are expected to arrive at their lesson promptly and ready to begin. A student who arrives late for their lesson will lose those minutes and may not make them up.
- Parents should pick up their children promptly after the lesson is finished.
- Students age 14 or younger must be accompanied by a parent or teacher at all times. Parents must accompany children into the building and remain until the start of the lesson. At the end of the lesson, parents must accompany their children from the room. Arrangements may be made with the instructor to accompany students to and from the building entrance.
- Teachers will offer make up lessons for those missed due to teacher absence, university holidays, or inclement weather.
- If the Fayetteville School District is closed due to inclement weather, CMS will also be closed. Make-up lessons will be given for all snow days. Students should contact teachers on those days.
- Make-up lessons will not be given if a student misses a lesson without making advance arrangements at least 24 hours prior to their scheduled lesson time. If students know in advance they will miss a lesson, they should notify the teacher.

Lesson Registration & Payments

- No lessons may be taught until a completed, signed enrollment form is on file with the coordinator.
- Full payment upon receipt of invoice each term is preferred, although monthly payments will be accepted.
- Payments on an existing registration do not require a new form.
- If additional lessons are added to a term, a new form must be completed, signed and submitted to the coordinator.
- Students/parents must notify the coordinator in writing at music4u@uark.edu if they expect a refund or wish to cancel their invoice. Once issued, invoices remain open until paid in full and do not automatically cancel when students withdraw from the program.
- Each student will receive an invoice based on the number and length of lessons indicated on the enrollment form. Students/parents have the following options for making payments:
 - **Check for full tuition.** Payment may be made upon receipt of invoice by sending a check directly to the Treasurer's Office. Checks should be made out to the University of Arkansas and must include the invoice number (UA#) in the memo line.



- **Credit card payment for full tuition or monthly payments.** Monthly payment via debit or credit card may be made at the website shown on the invoice.
- **Monthly payments by check.** Monthly payments may be made by sending a check directly to the Treasurer's Office. Checks should be made out of the University of Arkansas and must include the invoice number (UA#) in the memo line. Final payment due by final lesson of the term.

Recitals

- Community Music School will host two recitals a year, at the ends of the spring and fall semesters.
- All students are encouraged to participate in recitals.
- Performers should arrive at least 15 minutes before the start of the recital.
- Performers should be dressed appropriately.
- Teachers will sign up their students for the recitals approximately one month in advance.
- Community Music School will hire a piano accompanist for the end of semester recitals. Teachers will notify the coordinator of the need for an accompanist two weeks before the recital.

Child Protection

- All Community Music School instructors are subject to a pre-employment criminal background and sex offender registry check.
- Parents are encouraged to be present during the lessons or sit outside the door.
- If parents choose not to be present during the lessons, they should pick up their children promptly after the lesson is finished.
- Students age 14 or younger must be accompanied by a parent or teacher at all times. Parents must accompany children into the building and remain until the start of the lesson or class. At the end of the lesson or class, parents must accompany their children from the classroom. Arrangements may be made with the instructor to accompany students to and from the building entrance.
- Please refrain from the use of any social media communications such as Facebook and Twitter to interact with your instructor. We encourage you to "like" our official Facebook page: <https://www.facebook.com/uofacms>.
- Note that as employees of a state institution, Community Music School instructors are mandatory reporters. If any University employee reasonably suspects or observes child maltreatment, state law requires that he or she immediately report the suspected maltreatment to the state's Child Abuse Hotline at 1-800-482-5964 and the University of Arkansas Police Department at 911 or 575-2222. You must call the UAPD immediately after the hotline report is made. Immediate action is essential to protect children present on the University of Arkansas campus or participating in programs that may be connected with the University, and is required by law for mandated reporters. A person, acting in good faith, who makes a report of suspected maltreatment, is immune to suit and to civil or criminal liability for making the report.