



Bay Chamber Concerts and Community Music School
18 Central Street
PO Box 599
Rockport ME 04856
(207) 236-2823 www.baychamberconcerts.org

Community Music School Policies -Effective 10/25/11
Please keep for your records

Registration

The academic year is divided into two 16-week semesters: fall and spring. A flexible summer session also is offered. New students are accepted throughout the year when space is available and will be charged on a pro-rated basis.

Registration is considered complete with receipt of the annual \$25 application fee and a 20% deposit. At that time, a lesson schedule is confirmed. Lesson times arranged at registration are considered permanent for the year.

Placement of New Students

Assignment of newly registered students for private lessons is based on teacher availability. The Music Director of Education will contact you by email or phone to discuss the student's placement. Musicians interested in playing in the Odeon Junior, Symphony, or Chamber Orchestras need to audition in the fall or spring. There is no audition required for the Odeon Adult Orchestra.

TUITION AND FEES 2011 -2012

Tuition includes coaching with professionally trained faculty; opportunities for master classes and public performances, occasional free tickets and much more!

Individual lessons: violin, viola, cello, jazz/classical piano, classical guitar, clarinet, saxophone , voice and percussion.

<u>Lesson Fees</u>	<u>16 - week semester</u>	<u>2, 16 - week semesters</u>
30 minutes: \$43	30 minutes a week: \$688	30 minutes a week: \$1376
45 minutes: \$51	45 minutes a week: \$816	45 minutes a week: \$1632
60 minutes: \$60	60 minutes a week: \$960	60 minutes a week: \$1920
90 minutes: \$90	90 minutes a week: \$1440	90 minutes a week: \$2880

Lessons are offered weekly, Monday through Saturday

Single Lessons (Individual and/or Group) may be offered by special arrangement at a cost of \$75 per hour (one hour minimum). Single lessons must be paid for in advance and will be scheduled depending on the availability of the instructor. Weekly full semester students take priority in scheduling. Single lessons are not guaranteed any regular time slot. There will be no make ups for student absence.

Accompanist Fees:

Piano faculty may be available for accompanying needs. Sessions are scheduled depending on the availability of the faculty.

Fees: \$60 per hour, one hour minimum.

While one hour (or more) must be paid in full, the hour may be split between two scheduled sessions of 30 min. each, if desired and if the faculty member is able to accommodate.

Chamber and Jazz Ensemble Coaching (16 week enrollment required)

Chamber music and jazz instruction for both youth and adults. Apply as a pre-formed ensemble or individuals can be placed in groups based on age and level. **Audition or pre-approval of Music Director of Education required.**

60 minutes, as scheduled

Tuition: 2 students \$30 per person, per hour
 3 or more students: \$20 per person, per hour

Beginning String Ensemble

Fall and Spring 2011-2012

Mondays 3:30 – 4:30 p.m.

Tuition: \$90/eight weeks

Odeon:

Full year registration preferred

Odeon enrollment

Full year – two semesters

- Beginning String Ensemble \$180 (8 weeks each)
- Junior Ensemble: \$300
- Symphony Orchestra: \$500
- Chamber Orchestra: \$500 – strings
- Adult Orchestra: \$500

One Semester

- Beginning String Ensemble \$90 (8 weeks)
- Junior Ensemble: \$150
- Symphony Ensemble: \$250
- Chamber Orchestra: \$250 – strings
- Adult Orchestra: \$250

Odeon Instruments

Junior and Symphony Orchestras: strings, pedal harp, piano, winds and brass

Adult Orchestra: strings, piano, winds and brass

Chamber Orchestra: strings only

Odeon Rehearsals (Please refer to school calendar)

Weekly rehearsals, September to June

Chamber Orchestra: Mondays, 5:30 – 7:30 p.m.

Junior Ensemble: Tuesdays, 3:30 – 4:45 p.m.

Youth Orchestra: Tuesdays, 5:00 – 7:00 p.m.

Adult Orchestra: Tuesdays, 7:15 – 9:15 p.m.

One audition serves for placement in all the Junior, Symphony and Chamber Orchestras and Chamber Ensembles. No audition necessary for the Adult Orchestra. Students may indicate a preference but are placed in the appropriate group on the basis of age and skill.

Sheet music will be provided to each student at the first rehearsal. It is the responsibility of the student to bring his/her music to each rehearsal. Musicians should not rely on his/her stand partner to bring music to rehearsal. Further, each musician should mark fingerings, bowing and other notations in his/her own part. Should a student misplace music, it is his/her responsibility to contact the conductor and obtain a replacement part.

Students are expected to be in their seats and ready to play when rehearsal begins. All musicians are required to arrive early to each rehearsal in order to set up before rehearsal begins. Students are required to bring a pencil, music, and all necessary support equipment to each rehearsal, including a set of extra strings, mutes, rosin, and rockstops.

Classes and workshops

Classes and workshops are offered throughout the year. Registration and tuition fees apply on a per class basis. Some classes, including "Music Together TM" require pre-approval by instructor.

REGISTRATION AND ENROLLMENT

Enrollment for lessons, classes and ensembles is for the entire academic year (September to June) unless otherwise indicated in class descriptions. Registration is ongoing throughout the academic year and tuition will be prorated as applicable. A registration fee of \$25 is charged per family and is due ONCE per academic year. To enroll for lessons, classes and ensembles a 20% deposit is required if not paying in full. (For scholarship recipients, 10% of your balance.)

Private Instruction - New Students

New students seeking private lessons should fill out the *Registration Form* and mail, email or fax it to the office. The Music Director of Education will place students, as availability permits. After placement with an instructor has been confirmed (with an established day, time, and lesson duration) students will receive an invoice with appropriate fees and tuition and a lesson schedule.

Private Instruction - Returning Students

After confirming day, time and length of lesson with your current instructor, complete and submit the *Registration Form* with appropriate fees and tuition before the first lesson.

Mid Semester Registration - all lessons and classes

If a student enrolls after lessons, classes or workshops begin, tuition may be pro-rated.

Odeon

Placement in the Junior, Symphony and Chamber Orchestras will be confirmed after an audition. There is no audition necessary for the Adult Orchestra. Please complete and submit the *Registration Form* prior to the first rehearsal.

Classes

Registration for most group classes requires submission of a completed *Registration Form* with appropriate fees and tuition.

PAYMENT

Registration obligates the student to pay tuition. Registration fee is \$25 and due ONCE per academic year. PLEASE INDICATE THE DESIRED PAYMENT OPTION AT THE TIME OF REGISTRATION.

- | | |
|-------------------------|--|
| Full Payment: | 100% due with this application (deposit not required if paid in full) |
| Multi-payment plan: | 20% deposit due with registration. Deposit will be deducted from the balance due. Four payments charged automatically to credit card in fall or spring. Must submit a valid Visa or MasterCard debit or credit card. First payment due before first class. |
| Scholarship applicants: | 10% deposit due with registration; Deposit will be deducted from the balance due. Four payments charged automatically to credit card in fall or spring based on scholarship. Must include scholarship application and copy of form 1040. Must submit a valid Visa or MasterCard debit or credit card, which will automatically be charged. |

Charges will be: September 6, October 6, November 6, December 6, and January 6, February 6, March 6, and April 6.

For summer term only, we require payment in full if registering for a program four (4) weeks or fewer. Otherwise, summer tuition can be paid in two (2) payments to be arranged with Finance Manager.

Personal check or money order made payable to Bay Chamber Concerts, cash, Visa, or MasterCard are accepted.

FINANCIAL ASSISTANCE

Financial aid is granted to students on the basis of family need and availability of funds. *Those receiving financial assistance are not eligible for additional discounts.*

WITHDRAWAL

Please note that we hire our instructors on an annual basis, according to registrations received. When a student enrolls in our program we require a commitment of an entire class session. If a student withdraws at any time after they have been confirmed in the schedule, the \$25 registration fee and the 20% deposit becomes non-refundable. Notice of withdrawal must be submitted in writing to the Bay Chamber Community Music School.

REFUNDS:

No refunds are given for lesson, class or ensemble tuition after the start of the first class or rehearsal. Students ceasing lessons or classes prior to the end of a semester are still liable for the full semester's tuition. If a student withdraws before the start of the lessons, classes or ensembles, after receiving a schedule, tuition paid in excess of the deposit will be refunded.

LATE TUITION PAYMENT

Non-payment of tuition before the fourth week of the semester will result in late fee of \$10 per month and suspension of lessons.

OUTSTANDING BALANCES/LATE FEES

New registrations will not be processed until past due balances are paid in full. A \$10 late charge will be applied to payments past due 15 days. Bay Chamber reserves the right to suspend or discontinue instruction of any student who is delinquent in fulfilling their financial obligation.

MISSED LESSONS

Regular attendance is expected. Students are charged for all lessons for which they register, including those missed through student absence. There will be no make-ups for student absences.

Odeon: If a student misses 3 rehearsals, without prior permission from conductor, s/he cannot play in the next concert.

All teacher absences or cancellations by Bay Chamber due to professional obligations, teacher illness, weather, or emergencies, will be rescheduled at a mutually convenient time. This does not apply to prior student cancellations. Odeon rehearsals cancelled by Bay Chamber will not be rescheduled.

SCHOOL CANCELLATION

Bay Chamber follows the cancellation or vacation dates of MSAD #28, the Camden-Rockport school system. Weather-related lesson cancellations will be broadcast on www.villagesoup.com, our website at www.baychamberconcerts.org, and our Facebook page www.facebook.com/BayChamberConcerts.

You may also sign up to receive a text message from WCSH6 by going to www.wcsh6.com and signing up for a "News Center Text Alert" under the "Weather" tab. These weather-related cancellations will be made up at the end of the semester.

If MSAD #28 is closed at the start of the school day, then Bay Chamber will be closed.

If MSAD # 28 has a late arrival, Bay Chamber will operate on a normal schedule.

If MSAD # 28 announces early release by 11:00 a.m., Bay Chamber will contact students if classes or rehearsals will be cancelled.

In the event of an inordinate number of weather cancellations, we may offer scheduled vacation days and alternative week days to accommodate the make up lessons.

Odeon rehearsals are not rescheduled in the case of weather cancellation.

INSUFFICIENT CLASS ENROLLMENT/CANCELLATION

If any class has insufficient enrollment (fewer than six students except where noted), we reserve the right to cancel the course or to offer the class with an adjusted tuition rate, length and/or number of class meetings. If a class is cancelled, refunds will be issued within 15 business days.

CHANGE OF INSTRUCTOR

Bay Chamber's method of assigning a private instructor is designed to make the best possible match before studies begin. If a change is desired, however, a student/parent must first contact the office.

DISCOUNT PACKAGE *(Returning families please make note of policy change)*

Enroll in 2 or more activities, or enroll 2 or more family members and receive 10% off the additional lessons/classes/ensembles!

Includes private lessons, classes, chamber music, and ensembles. Does not apply to Music Together. Does not apply to tuition already discounted by financial aid. Discount will only be applied to a full enrollment of lessons/classes/ensembles of equal or lesser value.

PHOTO AND RECORDING POLICY

Bay Chamber reserves the right, and may give permission to its photographer or outside media, to photograph classes, programs, and participants at all our facilities and properties. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications. A photo release form is located on the *Registration Form*. Please clearly indicate if you do not give your consent.

SPECIAL OFFERS

Community Music School students are occasionally offered complimentary or discounted tickets to various performances produced by Bay Chamber Concerts. Notification of complimentary tickets is usually done by email. Be sure the office has a current email for your family so you won't miss out. Please only request tickets that you will actually use.

STUDENT CONCERTS/RECITALS

An integral part of music study is the opportunity for performance. The Odeon Orchestras have one regular concert scheduled each semester, with additional opportunities scheduled through the year.

Recitals are offered to private instruction students several times throughout the year. There are both formal and informal settings.

BUILDING RENTAL

All registered students may use Bay Chamber studio space at no charge by prior reservation or as space is available. For all other uses, please contact the Executive Director.

BUILDING RULES

The Bay Chamber Community Music School has 5 sound proof rehearsal studios, 2 large classrooms, a recital hall and 4 Steinway grand pianos. There is a reception area for students to wait for lessons.

When students are not in their lesson or class, they are the responsibility of their parents or caregivers.

Please direct questions as follows:

Address Change	Registrar
Billing	Finance Manager
Cancellation of Lessons	Teacher
Classes/Lessons	Registrar or Teacher
Concerts	Box Office
Registration/Enrollment	Registrar or Finance Manager
Student/Teacher Relations	Executive Director or Music Director of Education
Withdrawal	Registrar and Teacher

Office Hours:

Monday – Friday: 9:00 a.m. – 5:00 p.m.

Phone: (207) 236-2823

Email: info@baychamberconcerts.org

Policies and Procedures are subject to change.

June 2011							July 2011							August 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	3	4	5	6	7	8	9	7	8	9	10	11	12	13
5	6	7	8	9	10	11	10	11	12	13	14	15	16	14	15	16	17	18	19	20
12	13	14	15	16	17	18	17	18	19	20	21	22	23	21	22	23	24	25	26	27
19	20	21	22	23	24	25	24	25	26	27	28	29	30	28	29	30	31			
26	27	28	29	30			31													

September 2011							October 2011							November 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

December 2011							January 2012							February 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29			

March 2012							April 2012							May 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

June 2012						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Bay Chamber Community Music School Calendar July 2011 – June 2012

- Key:
- No lessons X
 - Next Generation/no lessons X
 - Summer semester begins X
 - Fall semester begins X
 - Spring semester begins X
 - Make up lessons X