

# MUSIC SCHOOL POLICIES

Welcome to Bay Chamber Music School! The following are our policies and procedures for enrollment. We do our very best to accommodate our students' needs. If you have any questions or concerns please contact Monica Kelly, Executive Director. Thanks!

## **REGISTRATION**

Our academic year is divided into two 15-week semesters: Fall and Spring. A flexible summer session also is offered. New students can enroll throughout the year and tuition will be adjusted on a pro-rated basis.

Registration for lessons and classes is complete with receipt of your annual \$40 application fee and registration form. At that time, returning students should confirm their lesson schedules with their instructors. Upon confirmation of your lesson time/day/length students can set up their payment plans with the Registrar. We encourage students to enroll for the full year in order to gain the most from their instruction.

## **PLACEMENT of NEW STUDENTS**

We put thought and effort into finding the right teacher for each student. Assignment of newly registered students for private lessons is based on instrument, teacher availability and studio space. A meeting or phone conversation the Executive Director in order to review options ensures making the right placement for each student.

## **GROUP CLASSES AND ENSEMBLES**

For those interested in our ensemble programs, students must first fill out the registration form and pay the fee online or in the office. Offerings for group classes change each semester so please visit the website or stop by the office for the current classes.

**Due to COVID-19 guidelines all group classes are limited to 8 participants.**

## **TUITION AND FEES 2020-2021**

We are very proud of our accomplished, professional faculty; all of our teachers are practicing musicians highly trained in their fields. Tuition covers weekly lessons and membership in our ensemble programs, along with opportunities for master classes, free concert tickets and other educational offerings throughout the year.

Individual lessons: violin, viola, cello, bass, classical/jazz piano, classical/acoustic/electric guitar, ukulele, winds, brass, voice, percussion and composition.

### Lesson Fees:

#### FULLY ENROLLED:

##### 15 weeks: Fall or Spring

30 minutes: \$44	30 minutes: \$660
45 minutes: \$54	45 minutes: \$810
60 minutes: \$64	60 minutes: \$960
90 minutes: \$94	90 minutes: \$1,410

##### 3 – 12 weeks: Summer

30 minutes: \$132 - \$528
45 minutes: \$162 - \$648
60 minutes: \$192 - \$768
90 minutes: \$282 - \$1,128

#### PARTIALLY ENROLLED:

30 minutes: \$49
45 minutes: \$59
60 minutes: \$69
90 minutes: \$99

### **Administrative Offices and Music School**

18 Central Street, 5<sup>th</sup> Floor  
Rockport, ME 04856

### **Mailing Address**

PO Box 599  
Rockport, ME 04856

### **Phone**

(207) 236-2823

### **Fax**

(207) 230-0454

### **Website**

[www.baychamberconcerts.org](http://www.baychamberconcerts.org)

#### Accompanist Fees:

Faculty and other local musicians are available to serve as accompanists to Bay Chamber students. Rehearsal sessions are scheduled depending on the availability of the accompanist. The accompanist fee is \$62 per hour, for a one hour minimum, payable to Bay Chamber. While one hour (or more) must be paid in full, the hour may be split between two students for scheduled sessions of 30 min. each, at the discretion of the accompanist.

#### Ensemble Coaching

Group instruction is available on a weekly basis. If the ensemble is larger than five members special arrangements must be made with the music school. Students may apply as pre-formed ensembles or individuals can be placed in groups based on ability.

Duo \$30 person/hour coaching session

Trio \$20/person/hour coaching session

Quartet \$20/person/hour coaching session

Quintet \$15/person/hour coaching session

#### Group classes and workshops

Group classes and workshops are offered throughout the year. Please check our website for more information on courses offered each semester.

### REGISTRATION AND ENROLLMENT

Enrollment for lessons, classes and ensembles is for the entire year (July 1-June 30) unless otherwise indicated in class descriptions. Registration is ongoing throughout the year and tuition will be prorated as applicable. A registration fee of \$40 is charged per family and is due ONCE per year. Registration is available on our website or on paper in the office.

#### Private Instruction – New Students

New students seeking private lessons should fill out the [Registration Form](#) online or in the office. After placement with an instructor has been confirmed (with an established day, time and lesson duration) students can set up their payment plan with the Registrar and will receive invoices with appropriate fees, 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](#) online or in the office.

### PAYMENT

All payments are made out to Bay Chamber and given to the Registrar of Bay Chamber Music School in advance of any lesson/coaching/class. Faculty members do not accept payment from students for lessons.

Registration obligates the student to pay tuition. PLEASE CHOOSE A PAYMENT OPTION AT THE TIME OF REGISTRATION.

Full Payment: 100% due with registration. **Save \$5.00 per month by paying in full!**

Multi-payment plan: Four payments charged automatically to credit card in Fall or Spring. Authorized payer must submit a valid Visa or MasterCard debit or credit card. First payment due before first class. A \$5.00 fee is applied monthly for this payment plan.

Scholarship applicants: Four payments charged automatically to credit card in Fall or Spring based on scholarship. Scholarship application must be completed and include a copy of most recent IRS Form 1040. Authorized payer must submit a valid Visa or MasterCard debit or credit card, which will automatically be charged.

Charges will occur on the following dates: September 1, October 1, November 1, December 1 for Fall Semester, and February 1, March 1, April 1 and May 1 for Spring Semester. A \$5.00 multi-payment fee is applied each month.

Summer term only: We require payment in full when registering for 3 lessons (minimum). If registering for more than 3 lessons, summer tuition can be paid in 2 or 3 installments to be arranged with Registrar.

We accept cash, Visa or MasterCard (credit or debit); personal check or money order to be made payable to Bay Chamber Music School.

### FINANCIAL ASSISTANCE

We have a generous scholarship program and try to meet the financial needs of all our students. 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 from the student. If a student withdraws at any time after they have a confirmed schedule, the \$40 registration fee is not refundable. Notice of withdrawal must be submitted to the Registrar with as much advance notice as possible.

**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 and after receiving a schedule, tuition paid in excess of the registration fee 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. 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. If you know in advance that you will miss a lesson, please consult with your teacher regarding rescheduling the lesson. We support our faculty to decide whether or not they are able to reschedule a lesson. We encourage students to exchange lessons with another student whenever possible — please ask your teacher for information regarding other students' lesson times.

All teacher absences or cancellations by Bay Chamber due to teacher obligations, teacher illness, weather or emergencies will be rescheduled.

**SCHOOL CANCELLATION**

Bay Chamber follows the cancellation or vacation dates of Five Town CSD/MSAD #28, the Camden-Rockport school system. Weather-related lesson cancellations will be on our website at [www.baychamberconcerts.org](http://www.baychamberconcerts.org) and social media. Weather-related cancellations will be made up before the end of the semester.

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

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

If Five Town CSD/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 makeup lessons.

**INSUFFICIENT CLASS ENROLLMENT/CANCELLATION**

If any class has insufficient enrollment, 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 Executive Director.

## **MULTI-ENROLLMENT DISCOUNTS**

If two members of the same family are both fully enrolled in our private instruction program, a 10% discount will be applied to the lesser of the two tuitions. Likewise if an individual is fully enrolled in lessons in two different instruments, a 10% discount will be applied to the lesser of the two tuitions.

## **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**

Bay Chamber Music School students are occasionally offered complimentary or discounted tickets to various performances presented 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.

## **STUDENT CONCERTS/RECITALS**

An integral part of music study is the opportunity for performance. Recitals are offered to private instruction students several times throughout the year. *Recitals and concerts for the year are listed on the music school calendar.*

## **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**

Bay Chamber Music School has sound-proof rehearsal studios, 2 large classrooms, a recital hall, and several excellent pianos. There is a lounge 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. To ensure your child's safety, please be sure to pick him/her up promptly after lesson/class. Children waiting in the hallway or lobby before and/or after their lesson/class cannot be supervised by Bay Chamber staff. Children are under supervision during their instruction time only. Neither teachers nor administrative staff is responsible for supervising children outside of teaching times.

## **COVID-19 POLICIES AND PROCEDURES**

**Until state and health authority guidelines are amended to allow indoor gatherings of groups larger than 5 people per 1000 sq. ft., all Group Classes at Bay Chamber Music School are limited to 8 participants.**

**The following procedures and guidelines apply to ALL in-person programming on the premises of the Music School and any rental venues associated with our offerings.**

1. Faculty and students/parents agree to a schedule in-person lessons or classes, approved by the Executive Director.
2. Students/Parents are responsible for checking for signs and symptoms prior to coming to the Music School.
3. Students, parents, caregivers, staff and faculty must wear masks at all times while at the Music School.
4. Social distancing practices must be adhered to at all times. A 6ft minimum distance between student and teacher is required. No physical contact between teacher and student is permissible.
5. All arriving students must enter at the rear of the building. Parents who are dropping off their child must remain in their vehicle and drop off students in the lower parking lot behind the building. Parents of children under age 12 will accompany their child to the assigned studio and then depart the building immediately.
6. Faculty must greet each student at the studio door, check their temperature and require students to wear masks. For students who have been dropped off by their parent, the teacher will text the parent if the student's temperature is above 99 ° F and the student will be dismissed. Extra masks will be provided if the student forgets theirs.
7. For pick-up, parents will remain in their vehicle and students will be dismissed after the parent texts or calls letting their child know they have arrived. Pick up, following lessons will be limited to the street front entrance. For children under age 12, the faculty member will accompany their student to the street entrance to meet the parent for pick up.
8. If a student exhibits a fever over 99 ° F they will be sent home.
9. The hallway connecting studios on the 5th floor is now one-way. Students enter the door marked ENTRANCE ONLY upon arrival. When dismissed from their lesson, students must follow the directional arrows and depart through the door marked EXIT ONLY. All students

must go directly to their classroom. 15 minute gaps will be scheduled between lessons, to avoid overlap and allow faculty to sanitize any instruments, stands, doorknobs, etc.

10. No more than 4 lessons will be scheduled at a time, and only classrooms A, B, C and the recital hall are available for lessons and classes.
11. The offices, reception area and empty studios are off limits to all students. Payment, scheduling of lessons and all other questions must be resolved with the ED by email.
12. Each studio will have ample sanitizing and cleaning products.
13. Arrangements will be made for professional cleaning service, weekly, on Wednesday mornings.
14. No lessons will be scheduled for Friday, Saturday and Sunday to provide aeration time for the studios.
15. Air exchange for the studios will be set to maximum capacity.
16. Bathroom use should be reduced to a minimum.
17. The Bay Chamber kitchen will be off limits to all students and faculty.