



2008/09 Music Student Handbook

15811 Ambaum Blvd SW, Suite B, Burien, WA 98166

tel 206-242-1239 fax 206-242-8363

www.momentumdanceacademy.com

Tuition Payments:

- Tuition for all music classes and lessons is based on 4-week month.
- Payment options:
 - Auto debit from checking or savings account on the 1st of every month.
 - Discounted ½ year and full year tuition payment accepted.
 - Auto charge on VISA or Master Card on the 1st of every month.
 - Monthly manual installments via cash or check by the 1st of every month. Manual pay accounts will be charged a \$10 ANNUAL MANUAL PAY FEE.
- A \$10 LATE FEE will be charged to all accounts not paid in full by the 15th of each month. (No exceptions, please.)
- A \$25 RETURNED CHECK FEE will be charged for all returned checks.
- Accounts must be current and all fees paid before students may participate in music recitals.
- Please see Policies and Procedures for information on withdrawals and refunds.

Absences:

- Group music class or private lesson make-up is allowed with 48 hours notice to the front desk and explanation of conflict.
- Class or lessons must be made up within 30 days of absence.
- Students may make-up a missed group music class by attending any group music class of the same level or a level below, with instructor approval. Students may make-up a maximum of 4 group music classes per school year.
- Students may make-up a maximum of 2 private lesson hours per school year.
- If a private lesson cannot be made up, a refund may be issued as determined by Momentum Music and Dance Academy.

Class Cancellations:

- If the school must cancel classes or lessons due to extreme weather or events beyond our control, the cancelled classes or lessons will be made up before the end of the school year.
- Momentum Music and Dance Academy follows its own holiday schedule. Closure dates will be posted on our web site, in the lobby, and in our newsletters.
- Please call us at 206-242-1239 or refer to our web site for confirmation of all closures.

Attendance:

- Regular attendance is necessary to maximize the full benefit of music instruction for every student in the class or lesson. We encourage parents to stress the importance of weekly attendance.
- If a student will knowingly miss a class or lesson due to illness, an activity, or appointment, they should notify the school office prior to the class by calling 206-242-1239 or emailing momentum@momentumdanceacademy.com. Notice to your instructor is not sufficient.

Lounge Area:

- Food and drink are prohibited in all areas of our facility except the Break Room. (Water is permitted.)
- To keep our severely food-allergic children safe, we request that students refrain from bringing peanut/nut food products or bananas into Momentum's facility.
- Personal items should be stored in the cubbies or brought into the music studio. Momentum Music and Dance Academy is not responsible for lost, damaged, or stolen items.
- Please be considerate of classes in session and keep hallway and lobby noise at a minimum.
- Be sure to properly dispose of your trash.

Observation Days:

- Parents and visitors are invited to watch their student's class during scheduled Observation Days only.

Recitals:

- Momentum Music and Dance Academy offers optional music recital opportunities throughout the school year.
- It is the parent's responsibility to be aware of all costs, dates, and deadlines involved if they chose to participate.

Arrival and Departure:

- We suggest that students arrive 5 minutes early to prepare for their class or lesson.
- Students should wait quietly for their class or lesson to begin.
- Students should use the restroom before class, not during class. (Adults, please help with this.)
- Students should wait in the Momentum to be picked up by their parents or guardians.
- Students 6 years and under should be met at their appropriate studio by person(s) responsible.

Class and Private Lesson Etiquette:

- Wait for instructor's permission to enter the music studio.
- Receive permission from instructor before leaving the class or lesson.
- No food, drinks, or chewing gum in a class or lesson.
- Keep a positive attitude.
- Students are encouraged to ask questions of their instructor as long as they raise their hands and the question is relevant to the class work.
- No talking, running or horseplay during class. Students are expected to treat each other, instructors, and staff with the utmost respect, using appropriate language and good manners in every aspect of Momentum Music and Dance Academy. Students who do not adhere to this request may be asked to sit out of class.
- **Have fun!**