

SOLON CENTER FOR THE ARTS POLICIES AND PROCEDURES FOR MUSIC LESSONS

2020-2021

MUSIC LESSON PERIODS

2020-21 Term: Fall semester: Tuesday, September 8, 2020 – Saturday, December 12, 2020 (make up week Monday, December 14, 2020 – Saturday, December 19, 2020)

Spring semester: Monday, January 4, 2021 – Saturday, May 22, 2021
(make up week Monday, May 24, 2021 – Saturday, May 29, 2021)

REGISTRATION PROCEDURES AND TUITION PAYMENTS

Students register for weekly music lessons on a per term basis. It is expected that a student taking lessons in the Fall semester will continue into the Spring semester and the same lesson time will be held unless notice of withdrawal is given.

Tuition payments for the 2020 Fall semester are due at the time of registration. Payment for the 2020 Spring semester must be made by **Saturday, December 12, 2020**. If payment is not received at these designated times, the student's time slot may be released to other registrants. No lessons will be received without payment. Payment plans are available provided that a credit card is saved to the MaxGalaxy account and arrangements have been established by consulting with the Music Department Coordinator, Vanessa Majewski. vmajewski@solonohio.org

COMMUNICATION

No teacher, student, or parent should have outside personal communication. All communication regarding music procurement, make-up lesson scheduling, etc. should be done during the lesson time. All communication regarding absences should be done by contacting SCA's front desk at (440)337-1400.

ENTERING AND EXITING SCA

Students must enter the building through the front doors. Entering and exiting through the front doors is a safety precaution for all SCA students. Exiting SCA through a door other than the front doors is not permitted. If you are dropping off a student, you must do so in the parking lot. **Dropping off on Bainbridge Road is strictly prohibited.**

MUSIC LESSON LOCATIONS

Occasionally, teachers and students are asked to relocate to different music rooms as necessary to facilitate other activities at SCA. In the event of a room change, please refer to the front desk personnel or the room schedules posted throughout the building.

VIRTUAL LESSONS via ZOOM

SCA utilizes Zoom for all Virtual lessons. Prior to the first lesson an email will be sent with the Meeting ID and passcode that will be used for each subsequent lesson for the school year.

IN-PERSON LESSONS – COVID-19

Procedures for in person lessons are continuing to be updated to follow current COVID-19 safety protocols. As of July 2020, music lessons will be held in select rooms only. No sharing of instruments/accessories/mallets is permitted. Maintaining appropriate distance will be of the utmost priority. Please wait in the parking lot until your lesson time. A staff member will let the student in through the back door located in the blocked off parking lot area and go directly into the music hallway and into their assigned room. Masks are highly required. Policies and procedures will be updated as needed. In-person lessons may transition to virtual if deemed necessary.

ABSENCES AND MAKE-UP LESSONS

To be eligible for a make-up lesson, students must notify the SCA Front Desk at least **24** hours prior to an absence. Students will be guaranteed one (1) make-up lesson for the Fall semester and one (1) make-up lesson for the Spring semester. If possible, make-up lessons will be scheduled during the period at the earliest convenience of the instructor and student; otherwise, they will be held at the student's normal lesson time during the designated make-up week at the end of each period. Additional make-ups and/or make-ups for absences with less than 24-hours' notice are not guaranteed and given only at the discretion of the instructor. Instructor absences and SCA closings due to weather or other emergencies are guaranteed to be made-up or credited to your MaxGalaxy account. Missed make-up lessons will not be rescheduled or credited.

TRIAL LESSONS

Prospective students may elect to take one (1) trial lesson with an instructor before deciding to register for the term. Following a trial lesson, the time slot will be held for two (2) business days, during which the student may make a payment and register for the remainder of the term; following this period, the lesson time will be released for other registrants. If necessary, scheduled trial lessons can be cancelled by calling SCA at (440) 337-1400. In order to reschedule a trial lesson or receive a refund, notification must be received by SCA at least 24 hours in advance of the scheduled appointment. Trial lessons may only be rescheduled once; any additional trial lesson appointments with the same instructor will be charged at further cost and will not be eligible for rescheduling in the event of a conflict. Absences or cancellations with less than 24-hours notice will neither be refunded nor rescheduled without additional payment.

WITHDRAWAL AND REFUND POLICY

If a student wishes to withdraw from lessons, a refund will be given in the amount of 50% of the tuition paid for lessons not received, minus a \$3.00 processing fee. Withdrawal from lessons must occur prior to the final four (4) regularly scheduled lessons of a semester or a refund will be forfeited. Make-up lessons owed for student absences will not be refunded.

2020-2021 SCA MUSIC LESSONS SCHEDULE

September '20						
Su	M	T	W	Th	F	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
	28	29	30			

October '20						
Su	M	T	W	Th	F	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	31

November '20						
Su	M	T	W	Th	F	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					

December '20						
Su	M	T	W	Th	F	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	31		

January '21						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February '21						
Su	M	T	W	Th	F	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						

March '21						
Su	M	T	W	Th	F	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	31			

April '21						
Su	M	T	W	Th	F	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	

May '21						
Su	M	T	W	Th	F	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	31					

NO LESSONS:

- Sept. 19 (Rosh Hashanah)
- Sept. 28 (Yom Kippur)
- Oct. 16 (Teacher Prof. Day)
- Nov. 13 (No School)
- Nov. 25-28 (Thanksgiving Break)
- Dec. 21-Jan. 2 (Winter Break)
- Jan. 18 (MLK Jr. Day)
- Feb. 15 (Presidents' Day)
- Mar. 19 – Mar. 28 (Spring Break)
- Apr. 2 – Apr. 5 (Easter Break)

MAKE-UP WEEKS:

- Fall: December 14-19
- Spring: May 24-May 29

RECITAL DATES:

TBD: Based on current COVID-19 protocols

IMPORTANT DATES:

Monday, December 7, 2020: Spring semester payment due. Auto-Payment on MaxGalaxy will process.

This schedule is subject to change based on the needs of the City of Solon

I have received and read the Music Lesson Policies and Procedures and understand the information provided therein:

Signature: _____ Date: _____