

## 2023-24 STUDENT POLICIES

Welcome to Midcoast Music Academy! MCMA is a community music school committed to helping students of all ages and skill levels unlock their creative potential and express themselves through music. We are devoted to promoting public appreciation of music through instruction, community programs, and performances. Our vision is a self-sustaining organization that provides quality experiences for students, remains accessible to all community members, and creates professional opportunities for Maine musicians.

Your cooperation with the following policies will help us operate efficiently and continue to serve our students and community to the best of our ability. Please keep a copy handy to refer to, and we look forward to making music with you!

Teacher's Name	
Teacher's Email	@midcoastmusicacademy.com

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Student Name:

Parent/Guardian Name (if applicable):

I have read and understand the student policies.

Signature of student (or parent/guardian) \_\_\_\_\_

Date: \_\_\_\_\_

## INSTRUCTION

As a contemporary music school, lessons at MCMA are designed around the interest of the student and their specific learning goals. Whether it's rock, pop, classical or folk, we believe students should play what they love and love what they play! We further support students' creativity by encouraging students to compose their own songs, practice improvisation, and personalize every piece of music they study. We also believe music is one of the most universal languages, and we value the opportunity to teach all students how to speak and read that language. To that end, we weave the fundamentals of music -- theory, notation, and ear training -- into all of our offerings. This balance of fun and theory is at the heart of everything we do.

MCMA offers three different options for music instruction:

1. **Private Lessons:** One on one instruction either 30, 45, or 60 minutes in length.
  2. **Labs:** A 45-minute semi-private group of 2-4 students of approximately the same skill level studying the same instrument, or focusing on a similar skill on different instruments.
  3. **Ensembles:** A 60 minute class of 4+ students, often creating a band.
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## INTRODUCTORY LESSONS & ENROLLMENT

Prospective students schedule a one-time introductory lesson to determine if the lesson will be a good fit for both the student and the instructor. Introductory lessons include a tour of our facilities, a lesson to get acquainted with a student's prospective instructor, and a discussion of student goals and interests. Intro lessons can be scheduled for 30, 45, or 60 minutes with payment due after lesson completion; intro lessons are billed at \$35, \$53, and \$70 accordingly.

Students may sign up at any point during the year, and we will be happy to prorate tuition based on the start date. Every effort will be made to accommodate student requests for scheduling. Private lesson enrollment is open to students of all abilities ages seven and up, and includes perks like participation in our bi-annual recitals, community events, open mics, and access to studio facilities for individual practice and band rehearsals.

For our younger students, offer Music Together classes (ages 0-5 with an adult), and music exploration classes for groups of four students aged 4 to 6.

We ask that students commit to the full semester of study; however, if there are extenuating circumstances that prohibit completing the full semester, the following disenrollment policies will be observed:

1. Students must notify the studio **in writing (via email)** of their desire to discontinue lessons; and
2. Students must provide a minimum of **two weeks'** notice to allow for scheduling adjustments.

To officially enroll and reserve a weekly time slot, please complete a registration form, pay the \$12 registration fee (once per year), and select from one of two payment options listed below.

## PAYMENT OPTIONS & TUITION

After an introductory lesson, a registration fee of \$12 is charged per family and is due once per academic year (includes summer). Families have two payment options to reserve their time slot for the semester:

### 1. Full Semester Tuition Payment

- a. If students elect to pay for the full semester up front, payments may be made by cash, check, debit, or credit card. A 3.5% discount will be applied to private lesson tuition paid in full (this does not apply to ensembles).
- b. **Payment in full is due by the first day of lessons.**

### 2. Installment Plan

- a. Students may enroll for a payment plan to be billed in installments. Please note that for your convenience and ours, all semester payment plans must be billed through auto-debit of a credit or debit card. Students electing to enroll in a payment plan will be charged a \$5 installment plan fee each month per family regardless of the number of students and/or lessons.
  - b. Students may opt for a monthly automatic bank transfer with no monthly installment plan fee.
  - c. The total tuition amount (including installment plan fees) will be split evenly between the number of months in the semester.
3. **Late fees:** after 60 days, a late fee of 1.5% will be added to each invoice. If tuition payments are more than 90 days late, your lessons may be discontinued until payment is made (or an acceptable payment plan has been agreed upon).

We never want to discontinue lessons based on financial hardship. We do require communication about outstanding invoices; we are always happy to work with families to develop a plan. Don't hesitate to contact Jen Feldman or Maddy if you are having difficulty paying your tuition.

### Family Discount

MCMA offers a family member discount of 10% for each additional student enrolled in private lessons (does not apply to students receiving tuition assistance).

### *Tuition Breakdown:*

**Private Lessons:** \$35, \$53, \$70/session

- Once weekly 30-minute private lesson:
  - Semester tuition: **\$665/\$641.73** (3.5% discount for payment in full)
  - Payment plan: Five automated debits, February through June, of **\$138** (including \$5 installment plan fee) / 5 monthly installments, February through June, through ACH Bank Transfer: **\$133/month** (no installment plan fee).

Once weekly 45-minute private lesson:

Semester tuition: **\$1007/\$971.75** (3.5% discount for payment in full)  
Payment plan: Five automated debits, February through June, of **\$206.40** (including \$5

monthly installment plan fee)/5 monthly payments, February through June, through ACH Bank Transfer: **\$201.40**/month (no installment plan fee).

Add automatic bank transfer option

- Once weekly 60-minute private lesson:  
Semester tuition: **\$1,330/\$1283.45**(3.5% discount for payment in full)  
Payment plan: Five automated debits, February through June, of **\$271** (including \$5 monthly installment plan fee)/ 5 monthly installments, February through June, through ACH Bank Transfer: **\$266**/month (no installment plan fee).  
Add automatic bank transfer option

#### **Labs:** \$48/session

- Once weekly 45-minute Lab:
  - Semester tuition: **\$912 / \$880.08**
  - Payment plan: Five automated debits, February through June, of **\$187.40** (including a \$5 installment plan fee)/ 5 monthly installments, February through June, through ACH Bank Transfer: **\$182.40** each month (no installment plan fee).
- Students also enrolled in private lessons for the semester will receive a 10% discount on the lab rate:
  - Semester tuition: **\$777.60 / \$750.38**
  - Payment plan: Five automated debits, February through June, of **\$160.52** (including a \$5 installment plan fee) / 5 monthly installments, February through June, through ACH Bank Transfer: **\$1155.52**/month (no installment plan fee).

#### **Ensembles:** \$35/session (18 weeks)

- Once weekly 60-minute Group/Ensemble:
  - Semester tuition: **\$630**
  - Payment plan: Five automated debits, February through June, of **\$131** (including installment plan fee)/ 5 monthly installments, February through June, through ACH Bank Transfer: **\$126**/month (no installment plan fee).
- Students also enrolled in private lessons for the semester will receive a 10% discount on the group rate:
  - Semester tuition: \$567
  - Payment plan: Five automated debits, February through June, of \$118.40 - or - 5 monthly installments, February through June, through ACH Bank Transfer: \$113.40/month (no installment plan fee).

### **CANCELLATION POLICIES**

We recognize that tuition is a significant investment - we also recognize that MCMA faculty schedules are extremely full, and as such, there is limited availability during the regular semester for weekly changes, allowances for sports/extra curricular activities, and repeated absences. We understand that there will be times when you choose to attend a different activity. We encourage students who choose to participate in sports to advocate for their music education- it is possible to maintain a weekly lesson and take part in sports!

We have created the following policies to provide as much flexibility as possible for our student population while protecting our instructors' time, and ensuring the continuity of our students' educational experience. We know lives are busy and unique circumstances come up. If there are extenuating circumstances, please contact us as we value direct communication and feedback.

### **Student Cancellations/Rescheduling:**

- We use the scheduling program My Music Staff (MMS). You will receive a login ID upon registration. On MMS, you can access your lesson calendar, see any lesson notes sent by your instructor, sign up for special MCMA events and workshops, and access repertoire uploaded by your instructor. If assistance is required, the student should contact our office manager at [info@midcoastmusicacademy.com](mailto:info@midcoastmusicacademy.com) or (207) 701-7410.
- We will no longer be issuing makeup credits for student cancellations. Instead, every instructor will be offering two group lessons and/or skills workshops per semester. If you have missed a lesson, please use MMS to sign up for a group makeup session or workshop at any time. You are also welcome to attend another instructor's makeup class or workshop - all of these events will be listed publicly on the MMS calendar.
- If you cannot attend your in-person lesson for any reason, you have the option to attend online. Please notify the office as soon as possible to allow the instructor to prepare.
- If a student or instructor needs to stay home due to illness, but is well enough to take part in a lesson, their lesson will be held online at the usual time.
- There are no makeup lessons offered for lab or group absences, unless the cancellation is due to instructor absence.
- We cannot refund missed lessons; MCMA operates on a tuition package basis, which *includes* a weekly time slot for lessons, as well as make-up opportunities, workshops, and performance opportunities.
- If a lesson is missed more than twice in a row, please contact the instructor or the office to discuss an extended absence.

### **Extended Absences:**

- An extended absence is defined as two or more missed lessons in a row.
- Students must notify the office with at least two weeks' notice of a planned extended absence.
- Students may either continue to pay in order to reserve their time slot or choose to disenroll and forego their time slot.
- Out of respect for our instructors' time and families on our waitlist, we cannot hold time slots without payment.

### **Instructor Cancellations:**

- Lessons and ensembles that are canceled by instructors will be made up at a mutually agreed upon time, within **30 days** of the cancellation.
- Students will be issued a makeup credit for a lesson canceled by an instructor.
- Students/families are responsible for responding to instructor communication regarding makeups and ensuring that they sign up for and attend the makeup lesson within **30 days**.

- Instructors are responsible for ensuring that there are sufficient open time slots on their calendar to accommodate all students affected by their absence.

### **Weather Cancellations:**

MCMA follows MSAD 28 weather closures.

- In the case of a weather cancellation in MSAD 28, all online lessons and ensembles will happen as planned. Any in-person lessons or ensembles on those days will happen online instead.
- In the event that there is a widespread power outage accompanying the weather cancellation, virtual makeup workshops (similar to our virtual makeup day in May) will be offered within 30 days.
- If MSAD 28 has a delayed start, MCMA will be open at its usual time of 11:30 am.
- If MSAD 28 cancels all after-school activities due to afternoon/evening weather, we will closely monitor the situation and make a decision. We will notify students via social media and email/text.
- If you are unsure about a closure and have not heard anything, please call or text the Academy at (207)701-7410.

### **Federal Holidays and School Vacations:**

- MCMA observes all federal holidays and school vacation weeks. Students will be provided with an annual calendar, which is also available on our website.
- To ensure every student has the same number of lessons in a semester, holidays that fall on a Monday will have an alternate date predetermined in the calendar (usually a Friday). These are listed clearly on the calendar, and MCMA will send out email reminders as these alternate dates approach.

### **COVID-19/Illness POLICIES (updated May 2023)**

- MCMA follows the CDC guidelines regarding COVID-19.
- Masks are optional but encouraged. Masks are supplied in the entry for those who need them.
- Please use supplied hand sanitizer or wash hands upon entering the building.
- Students and instructors must stay home if they are unwell, are under [isolation orders](#), or are a close contact of a positive COVID-19 case (more below).
- If a student or instructor needs to stay home, but is well enough to take part in a lesson, their lesson will be held online at the usual time.
- **CLOSE CONTACTS/POSITIVE CASES:**
  - Please follow the CDC guidelines regarding isolation/quarantine and masking. If you're unsure how this pertains to you, please use the CDC's COVID-19 & Respiratory illnesses guidelines: <https://www.cdc.gov/ncird/whats-new/updated-respiratory-virus-guidance.html>
  - Those who have been exposed to COVID19 or have tested positive must mask through day 10.
  - **Anyone who has been exposed (close contact) and has symptoms** must take lessons online or reschedule/cancel until tested and/or symptoms have resolved.

## WHAT WE WILL DO TO ENSURE THE SAFETY OF STUDENTS AND FACULTY:

- Instructors and staff will follow all guidelines listed above.
- Windows will remain open during lessons (as possible) to increase ventilation.

## **STUDENT EXPECTATIONS**

We love to keep music education fun, and we also take our commitment to music very seriously. Students are expected to:

1. Arrive punctually for in-person lessons.
2. Enter Zoom lessons 5-10 minutes early. Check audio and video quality before your Zoom lesson begins.
3. Be well prepared and have all the necessary materials, including a staff notebook (available in the office for \$5) for collecting lesson notes and practice assignments.
4. Obtain any specific books that your instructor recommends.
5. Maintain a regular time for practice! Please work with your instructor to develop a practice routine that works for you in order to get the most out of your studies.
6. Notify your instructor and MCMA of any schedule conflicts as soon as possible.
7. We are not licensed as a child care facility. If your child is under the age of 10, please remain in the building or the parking lot for the duration of your child's lesson.

## **TUITION ASSISTANCE**

We are passionate about music education and would like to give all dedicated students the opportunity to study and enjoy music! Our founding philosophy is rooted in keeping music education accessible to all regardless of financial constraint.

If you are interested in discussing tuition assistance for a dedicated student who may not be able to enroll in individual instruction on a regular basis due to financial constraints, please notify the front desk for a tuition assistance packet, and our director will be in touch to discuss specifics.

Tuition Assistance requests are due by the end of the first week of each semester.

Part of our mission is to provide quality music education to all students, regardless of financial constraints. Our tuition assistance funds are limited, and we cannot guarantee assistance in all cases - but we will do everything we can to ensure accessibility.