



2019-2020 Policy Guide

General School Policies

Private Lessons

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Financial Assistance

Music • Art • Drama

Administrative Contacts

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Phone: (608)834-9550

Location: 798 Lois Drive

Sun Prairie, WI 53590

General School Policies

Annual Administrative Fee

A non-refundable administrative fee of \$30.00 per student/\$50 per family (not applied towards tuition) will be charged annually to cover lessons September-May. Summer programs are charged a prorated fee of \$10.00. This fee holds a student's lesson time within a studio and represents a commitment to musical studies and PMA policies.

Family Discount

A 20% discount will be given to the third family member enrolled within the same program type during the same calendar year as two other family members (Ex. 3 sets of private lessons, 3 sets of the same group program classes). Discounts will be applied to the lowest tuition rate. Discounts are not given for any a la carte programs.

Late Payment & Returned Check Fee

Payments more than ten days past due will be charged a fee of \$10.00. If payments are not received within ten days past the due date, PMA may assume that the student has decided to withdraw and future lessons will be suspended until payment is received. Suspension of lessons does not relieve the student of obligation to pay full tuition. A \$25.00 return check fee will be charged for all returned checks.

Need-Based Financial Assistance

In an effort to make arts opportunities accessible to as many students K-12 as possible, Prairie Music & Arts offers a limited number of financial assistance packages annually. Detailed information is located in the *PMA Student Handbook* or by contacting the school office.

Inclement Weather School Closing

Lessons and classes are rarely canceled due to inclement weather. PMA does not follow the Sun Prairie Area School District inclement weather cancellation policy. School closings will be handled on a case-by-case basis. Refunds and lesson credits will not be given for missed lessons due to inclement weather cancellations. If an individual instructor chooses to cancel lessons due to inclement weather while PMA remains open, the instructor will contact students directly to arrange make-up lessons. Make-up lessons are not guaranteed for missed lessons due to PMA inclement weather closings. *Closings will be announced on PMA's voice message, website, and through social media. Please call (608) 834-9550 to check the status of lessons or visit www.prairiemusic.org.*

Building Etiquette/Safety

To create a positive learning environment, noise and activity should be kept to a minimum and students and family members are expected to be respectful of all students, families and staff while at PMA. Parents should monitor restroom use of young children and clean the children's book area when leaving. Please be aware that both our school and the neighboring daycare Rock-A-Bye have many children in attendance on a daily basis. Drivers should also keep a careful eye on students in our parking lot.

PMA studios are equipped with quality acoustic and digital pianos. All pianos should be handled with care. Drinks, food, and personal items are not allowed on any piano. **PMA reserves the right to terminate classes, without refund, for any student who is disruptive.**

Food and Drink

Gum, candy, food and drink are not allowed in the teaching studios (Voice, S.I.N.G. and Drama students may bring a closed container of water).

Referrals

PMA students receive one \$15 credit for each referral that enrolls at PMA.

Private Lesson Policies

Private Lesson Structure and Payment Obligation

Prairie Music & Arts believes in a holistic and well-rounded learning experience for all students. As such, all private lesson packages include 35 private lesson weeks Sept-June, 4 group class enrichment weeks Oct/Dec/Feb/Apr. Students can choose from a partial-year plan (through third week of June) or year-round plan (includes summer). Partial-year plans are not exempt from summer and can add summer programming for a fee. Year-round plans bundle summer program fees into the total annual cost. ***Year-round students who register prior to September 1, 2019 will receive a 5% discount if full contract payment is made prior to first lesson.***

Reflecting a high standard in music education, Prairie Music & Arts encourages student commitment to year-round study. As such, year-round lessons are charged at a lower rate than partial-year lessons. Withdrawal prior to the start of lessons will receive a refund for the amount paid minus the annual administrative fee. Students who withdraw after the start of lessons are required to make two installment payments beyond the termination date. Year-round students who have paid in full will be given a refund for lessons not received two months beyond the termination date. Students wishing to terminate lessons will need to sign a "termination agreement" stating intent and withdrawal date. Agreement will include payment obligations if necessary.

In an effort to make music study accessible to as many students K-12 as possible, Prairie Music & Arts offers a limited number of financial assistance packages annually. Detailed information for the *Need-Based Assistance Application* is located in the *PMA Student Handbook* or by contacting the school office.

Enrichment Week

Enrichment week classes are included in each lesson package as a complement to private instruction. Classes are one hour in length and are held four times during the school-year (Sept-June). These classes are an important component of complete musical learning and offer students an opportunity to strengthen performance and artistic development.

Students are required to participate in one sequenced music class for the year and may also choose one specialty music class at no additional cost. Specialty topics can include, but are not limited to, performance technique, theory, piano accompanying, ensembles, practice boot camp, guest clinics, drumming circle, specialty recitals, etc. There are no refunds/credits/lesson substitutions for students who do not attend.

There are no regularly scheduled private lessons during Enrichment Week, though makeup lesson may be scheduled on a case-by-case basis at individual instructor discretion. Private lessons will not be given in place of a class and classes will not be made up if missed. If a student is unable to attend a scheduled class, an alternate time may be chosen by contacting the school office.

Recitals

Students are strongly encouraged to participate in performance opportunities presented by PMA. For the added confidence of the performer, lessons are mandatory for the two weeks prior to a performance. Students missing either of the above mentioned lessons will not be guaranteed participation in the scheduled event.

Lesson Participants

In order to maintain an effective learning environment, PMA prefers that family members wait quietly in the designated waiting area. Friends are not allowed in the lesson unless granted prior permission by the instructor. Should there be questions regarding progress or behavior of the child, parents may be asked to observe a lesson.

Absences and Missed Lessons

Students receive one makeup lesson for an excused absence between Sept-Jan and one for Feb-June 15th. Refunds/credits are not offered in lieu of a makeup lesson. **The office must be notified by noon prior to the lesson in order for lessons to be excused.** Makeup lessons will not be given for lessons missed during the last two weeks of the spring session. Makeup lessons will be scheduled during enrichment class weeks or at a mutually agreed time between the student and instructor. Makeup lessons are not guaranteed during the summer.

Many PMA instructors are professional performers and may need to cancel lessons from time to time due to concert obligations. If an instructor is unable to teach due to an illness or other circumstance, the lesson will be rescheduled at a mutually agreeable time. If a student misses a lesson that was rescheduled either due to a student or instructor absence, then the lesson is forfeited altogether.

Swap List

To avoid missing lessons, students are listed on a "Swap List" for their individual private instructor studio. In the case of planned absences, students should contact another student on the list to arrange a lesson swap. Teachers must be notified 24 hours in advance of all lesson swaps. Swap Lists will be emailed to all students twice annually.

Early and Late Arrivals

Students who arrive early may wait in the designated waiting room. Students who arrive late will be taught for the remainder of their scheduled lesson period. Teachers are allowed to leave if a student is 15 minutes late. PMA recommends that parents/guardians wait with their child until their scheduled lesson time. In the interest of safety, students and family members should use caution when in the parking lot. PMA cannot be held liable for the student except during the lesson time with the instructor. Please be prompt in picking up your child after the scheduled lesson time. Instructors are not responsible for students past the scheduled lesson period.

Practice

As with any skill development, consistent and diligent practice is necessary. Well-learned practice skills will lead to consistent development of facility, musicality, creativity, and accuracy. In order to make consistent progress, PMA encourages a minimum of 5 days at-home practice weekly. Individual instructors will outline specific practice guidelines at the onset of instruction.

Lesson Responsibilities, Instruments, & Materials

Students are expected to come to lessons with all materials needed. Private lesson materials are directed by individual instructors. Instructors will discuss purchase options directly with students. All students should have an instrument in good working order for home practice. Though electronic pianos are a suitable temporary option for pianists, acoustic pianos will allow students to gain the most benefit from their studies. For a list of local retailers regarding renting or buying an instrument, please contact the office. Instrumentalists should keep their fingernails reasonably trimmed. All students should use the restroom and wash hands thoroughly prior to their lesson.

Progress Reports

Student progress will be evaluated by written report once annually.

Prairie Music & Arts strives to create a positive learning environment. Please contact the office at (608) 834-9550 or info@prairiemusic.org if you have a question or concern regarding a private lesson

Group Program Policies

Early Childhood Music, Friends at the Piano, S.I.N.G, Drama, & Art

Tuition

Tuition varies from class to class and must be paid in full prior to the start of a session. Please refer to class information for specific payment amounts and dates due. Tuition is prorated as a courtesy for *new students* only. A non-refundable administrative fee of \$30.00 per student/\$50 per family (not applied towards tuition) will be charged annually to cover classes September-May. Summer programs are charged a prorated fee of \$10.00. A complete tuition refund, minus the annual administrative fee, will be given if a student withdraws prior to the start of a session. Once a session begins, tuition will not be refunded. A 20% discount will be given to the third family member enrolled within the same class.

Late Fee

A late fee of \$10.00 will be assessed to all registrations received less than 48 hours prior to the start of a group class series.

Absences and Missed Classes

Absences for group programs cannot be made up. Missed classes cannot be made up, refunded, or credited towards future classes. All classes cancelled by a PMA instructor for any reason will be made-up at a future date. Please call the PMA office to let instructors know if you will be missing a class.

Building/Classroom Etiquette

To create a positive learning environment and smooth transition between programs for all students, group program families should plan to enter the PMA building quietly and exit the building within ten minutes of the end of each class. Non-registered friends are not allowed in the classroom during class time and must remain in the lobby. Students should come ready to learn and be respectful of classroom peers and directors at all times.

Home Continuation

At home music making strengthens benefits started within each class and creates an opportunity for musical sharing as a family. Consistent home continuation is required for all group music participants.

Early Childhood Music

All children respond to a classroom setting differently and it is not uncommon for it to take several classes before a child becomes comfortable in the classroom environment. Occasionally things happen where redirection away from negative behavior may be required, and children may need to be removed from the classroom in order to regain composure.

Early childhood music classes can be a wonderful opportunity for families to meet others with children and as such, families are encouraged to get to know each other. In order to create a positive learning environment for students, however, it is best to limit adult conversation to before/after class time.

Children learn best when their caregiver is actively engaged in the classroom experience. During class caregivers should serve as a child's active role model by participating fully in all activities (singing, dancing, instrument play, etc.). A hesitant child will often "come out of their shell" once they see their caregiver participating.

To allow for freedom of movement, please remove shoes prior to the start of each class. Please wear socks at all times. Distractions such as blankets, snacks, and toys should not be brought to class.

Friends at the Piano

Friends at the Piano students should have a keyboard instrument in good working order for home practice. Though electronic pianos are a suitable temporary option for pianists, acoustic pianos provide students the most benefit from their studies. For a list of local retailers regarding renting or buying an instrument, please contact the office.

Materials are an important learning component and must be purchased prior to the first class. Friends and the Piano group students will be contacted prior to the first class regarding necessary materials. A three ring binder and all music books should be brought to each weekly class.

Recognizing the growing independence of 5-6 year olds, parents are asked to remain in the lobby during class time. Parental guidance assists Friends at the Piano students in gaining the most from home practice sessions, and as such, parents will be invited into the classroom during the last 5-10 minutes of each class so that instructors can suggest steps for home practice.

S.I.N.G.

To create a positive learning environment, members of S.I.N.G. are expected to be supportive of peers and respectful of the instructor at all times. At home continuation is important for musical growth and students are expected to review repertoire between each rehearsal. Materials (music folder and water bottle) should be brought to each class.

In the event of conflict or illness, student absences must be communicated via email to the PMA Office as soon as possible. Questions regarding class content can be directed to the S.I.N.G. director.

Drama

In an effort to be inclusive to all students regardless of previous acting experience, the Prairie Music & Arts drama program offers speaking roles to all participants. A priority is placed on casting students in roles in which they are most comfortable and that offers a positive learning environment. The first class is treated as an 'audition' of sorts where students' reading level, vocal projection, acting skill, and hesitancy are assessed. At the second class, students will receive a script and assigned role. Scripts and weekly homework assignments should be brought to each class. All lines must be memorized for the final performance.

Regular communication is sent via email regarding homework assignments, performance details, and calls for props and costumes. Please be sure to check email regularly to ensure accurate information is being received.

Family and friends are invited to the free performance on the last day of class. The performance is typically held at a different location and lasts approximately 30 minutes. Often, an additional performance is held at week 10 in the form of a live radio performance at the Sun Prairie Media Center. The date and time of both performances will be sent via email. Student attendance is mandatory for the final performance and optional for the radio performance.

All participants must wear comfortable shoes to each class. As drama classes are active, flip flops and sandals are not allowed for the protection of students. A closed water bottle is allowed for rehearsals.

Art

The Prairie Music & Arts art program is creative and immersive in nature and a variety of art mediums are utilized (paint, chalk, glue, pencil, markers, etc.). As such, it is suggested that all students bring an art smock to protect clothing. PMA also has art smocks available for student use as needed.

Artwork might require additional drying time beyond class time. If this occurs, student artwork will be kept at PMA for pick up at a later date.

Prairie Music & Arts strives to create a positive learning environment. Please contact the office at (608) 834-9550 or info@prairiemusic.org if you have a question or concern regarding a group program.

Prairie Music & Arts is a 501(c)(3) organization. We admit students of any age, race, color, gender, disability, national or ethnic origin, and economic status to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of any of the aforementioned categories in administration of its educational policies, scholarship programs, and other school-administered programs.