

DaySpring Arts & Education

24-25 Music Department

Orientation Letter, Policies & Calendar



Welcome to DaySpring Arts and Education! We are so excited to have you as a part of the Music Department this year. We are confident of the quality of education you will receive with your private lesson teacher. Our instructors are well-educated and experienced in their given disciplines. The bar is continuously being raised for DaySpring faculty and students. Rest assured, your student will benefit greatly from their time learning, progressing, and performing with our teachers. Thank you for trusting us to share our love of music with your family. This year is set to be a good one!

Highlights of DaySpring's Music Department include:

- Regularly scheduled recitals throughout the year provide optimum learning and performance experience. We highly encourage all students to take advantage of these! A calendar of all events is listed below on page 3.

Also, please note that this is a good time to review your instruments' needs. All instruments need to be serviced regularly and in good repair for students to develop appropriately when preparing for lessons and performances. If you need help, please ask your private teacher for assistance.

Please, carefully review the attached policies and dates. If you have any questions at any time, feel free to email me. We aspire to create a culture of communication throughout DaySpring, as communication is vital to a successful experience. Students and their success are our highest priorities!

Sincerely,
Kaetlin Davis
Arts Division Director

Music Department Policies

Please be sure to read DaySpring's General Policies.

Music Lessons Registration and Payment

- Students are asked to commit to an 18-week semester.
- Tuition will be billed in five equal monthly amounts for each semester. The Fall Semester is billed over August, September, October, November and December. The Spring Semester is billed over January, February, March, April and May.
- For monthly payments, families can opt to have payment withdrawn on the 1st or 15th of each month. Any new registrations after the start of the school year will be evenly divided between the remaining months of the school year. Summer payments will be divided monthly for 2 payments, June and July.
- To register for the next semester you will receive an email reminding you that the second half of the year is coming. You will need to respond at that time if you would like to continue or discontinue lessons.
- Arrangements may be made for additional lessons. Later registrations will be prorated.
- One free 15 minute trial lesson is allowed before official registration.
- Your registration is not complete until payment has been arranged. If you fall behind on payments, teachers may not be able to continue instruction until payment is current.

Discounts

- If two or more immediate family members are enrolled in private lessons or if a student is enrolled in more than one instrument, a **5% discount** will be given for the lesser-valued lessons.

Refunds

- If a student chooses to withdraw from private lessons, the school will determine if a refund of any remaining lessons is available depending upon the circumstances of the withdrawal. Students will be charged a \$50 fee for withdrawals.

Missed Lessons

- Signing up for lessons means that your teacher will be reserving a weekly time slot. If a student cannot attend a lesson, the teacher is still required to reserve their time slot. Students will be charged the complete number of lessons for which they registered, even if they do not attend them.
- Each student will be allowed only one make-up lesson per semester to be used in case of sickness, vacation, scheduling conflicts, etc. Make-ups will only be given if a teacher has received proper notice of a student's absence. (Proper notification means at least 24 hours notice, except in the case of illness or emergency.)
- Most teachers will offer one make-up day per semester; teachers are not expected to go to extraordinary lengths to provide make-up lessons. Scheduled make-up lessons that are missed by the student will not be made up.
- Teachers may provide additional make-up lessons at their discretion.
- Make-up lessons must be given if the missed lesson is due to teacher absence or weather/building problems.
- Please be aware that teachers are not expected to adjust lesson times to accommodate sports schedules, after-school activities, rehearsals, etc.
- Teachers may replace a student who has not shown up or communicated after 4 weeks, even if the lessons have been paid.
- Your teacher will contact you regarding missed lessons due to inclement weather cancellations.

Recitals

- DaySpring holds student recitals throughout the year (see the Music Department calendar). Most recitals will be held either in the Black Box Theater, the Rehearsal Hall, or the lobby. Recitals are free and open to all students and their families.
- We encourage every student to participate in recitals at least once per year. Learning to share their art with others is central to young musicians' development!

Parent and Student Responsibilities

- Students should arrive on time for lessons. Lessons will end on time even if the student arrives late.
- Children, under 14, should not be left unsupervised before or after lessons. Teachers have back-to-back lessons and cannot be responsible for watching students after their lessons have ended.
- Music books and sheet music are an essential part of private lessons. Please expect this expense when enrolling for lessons. If assistance is required, the teacher or dept. head can be used as a resource. If a student receives books or materials selected by a teacher, payment should be made to the office.
- Practice is expected and indispensable for progress. Please regularly speak with your teacher about how to assist students at home to make practice times successful and satisfactory
- If you wish to change teachers at Dayspring or make any modifications to your lesson, please contact your teacher and/or the Music Department Head.

DaySpring Music Department Calendar 2024-25

| Month | Date | Event |
|-----------|------------------------------|---|
| August | 17 19 30 | DaySpring Community Carnival Private Lesson Fall Term Begins Friday Enrichment Orientation 9:00am to 12:00pm |
| September | 2 6 | Labor Day – No Classes/Lessons First day of Enrichment Classes |
| November | 23 25 26-30 | Vocal Recital Makeup Day for Labor Day Lessons Fall Break – No Classes |
| December | 13 20 23- Jan 4 | Enrichment & Instrumental Recital Enrichment Last Day Before break Winter Break – No Classes |
| January | 10 12 13 20 | Enrichment Classes Resume Private Lesson Fall Term Ends Private Lesson Spring Term Begins Martin Luther King Jr. Day - No Classes/Lessons |
| February | 10-15 | Arts Observation Week |
| March | 17-22 | Spring Break – No Classes |
| May | 16 23 26 31 | Enrichment & Instrumental Recital Last Day of Enrichment Classes Memorial Day - No Classes Finale Dress Rehearsal |
| June | 1 | <i>Finale Performances</i> |