

DaySpring Arts & Education

Music Department, 21-22

Orientation Letter, Policies & Calendar



Until further notice please refer to the Covid policies sheet, which may override some of these policies.

Welcome to DaySpring Arts and Education! We are 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. Students will benefit greatly from their time spent learning, progressing, and performing with our teachers. Thank you for trusting us to share our love of music with your family.

Highlights:

- Regularly scheduled recitals throughout the year provide optimum learning experiences carefully guided by your wonderful teachers. These performances are designed to be a positive experience for all students!
- Our Fall Festival recital event will be held Friday, October 22 at 6:30pm at DaySpring. Costumes are encouraged!
- Our Spring Festival recital event will be held Friday, May 13 at 6:30pm at DaySpring.

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 review the attached policies and dates; if you have any questions at any time, please call/text or email me. Communication is vital to a successful experience in private music instruction. Students are our highest priority!

Sincerely,

Betsey Karako, Music Department Head

betseykarako@dayspringarts.org

417.231.3021

Music Department Policies

Please be sure to read DaySpring's General Policies below.

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.
- The annual family registration fee of \$50 will be paid prior to the first regular lesson.
- For monthly payments, families can opt to have payment withdrawn on the 1st or 15th of each month.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, and if you would like to discontinue lessons you may respond at that time. Otherwise lessons will automatically continue to the next semester.
- Arrangements may be made for additional lessons. Later registrations will be prorated.
- One paid trial lesson is allowed before official registration by teacher arrangement.
- Your registration is not complete until payment has been arranged.

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, and with approval from the Executive Director. The registration fee is nonrefundable.
- A refundable leave of absence due to illness may be approved through special permission from the Executive Director.

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.
- Make-up lessons are 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.

Holidays/Snow Days

- The private lesson semester includes Thanksgiving and Winter break, as well as a Spring break. Please check with your teacher for possible revised schedules.
- Afternoon snow cancellations will be announced on Channel 2, 4 & 5 as "DaySpring School of the Arts", and morning cancellations as "DaySpring Academy". We will send out a text notification through our online portal regarding weather related cancellations. They will also be posted on the DaySpring website. Your teacher will contact you to arrange a makeup lesson.

Recitals

- DaySpring holds student recitals throughout the year (see the Music Department calendar). With our newly renovated space, most recitals will be held either in the Black Box Theater or 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 16, 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.
 - If your student is left unsupervised for more than 10 minutes after a lesson, families may be required to pay \$1 for every minute their student is left at DaySpring. This fee goes directly to the teacher or office admin who has to stay to oversee the student.
- Music books are an essential part of private lessons. Please expect this expense when enrolling for lessons. Music may be purchased at Midwest Sheet Music, one block away. 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, Betsey Karako: betseykarako@dayspringarts.org

DaySpring Music Department

Important Dates

2021-22 Season

August

- 21 Open House - 10am-2pm
- 23 Private Lesson Fall Term Begins

September

- 3 Enrichment Orientation - 9a-12p
- 6 Labor Day--No Classes
- 10 Enrichment Begins
- 24 Recital - 6:30p
- 27-30 Private Lesson Observations

October

- 4-9 Bring a Friend Week
- 22 Fall Festival
- 25-29 Spirit Week
- 31 Halloween

November

- 7 Daylight Savings Time Ends
- 13 Fall Showcase - 12-4p
- 19 Recital - 6:30p
- 22-26 Thanksgiving Break – No classes
- 27 Classes Resume

December

- 10-12 Ballet Performance
- 17 Recital - 6:30p
- 17 Enrichment Last Day Before Christmas ☺
- 20-31 Winter Break - No classes

January

- 1-2 Winter Break
- 3 Classes Resume
- 16 Private Lesson Fall Term Ends
- 17 MLK Jr Day - lessons still scheduled
- 17 Private Lesson Spring Term Begins
- 21-23 Drama Show

February

- 14 Valentine's Day
- 18 Recital - 6:30p
- 21 Presidents' Day - lessons still scheduled

March

- 13 Daylight Savings time
- 14-18 Private Lesson Observations
- 18 Recital - 6:30p
- 18-20 Matilda
- 21-27 Spring Break - No classes
- 28 Classes Resume

April

- 8-10 101 Dalmations Kids
- 15 Good Friday - Enrichment Classes only
- 17 Easter Sunday
- 18 Easter Monday - lessons still scheduled
- 22 Recital - 6:30p
- 29 -30 Urinetown

May

- 13 Spring Festival
- 21 Actors Spotlight
- 27 Last Day of Friday Enrichment
- 29 Private Lesson Spring Term Ends
- 30 Memorial Day - No classes
- 31 Private Lesson Summer Term Begins