

**Greetings! A few important things to keep in mind when registering for lessons...**

1. Fall scheduling is made on a first come, first served basis with priority scheduling given to current summer students. We encourage everyone to register early and give as many options as possible for scheduling.  
 \*Please note, summer student priority scheduling ends Friday August 12th.
2. We are offering your choice of fully in-person, hybrid, or fully virtual options. This packet includes details regarding our safety protocols for in-person lessons. Please read thoroughly and sign our compliance statement. Students cannot be scheduled without the required forms.
3. Lesson hours are Monday - Thursday 2:30 - 8:00 pm.
4. Please include a payment equal to five lessons with each registration form submitted in order to be scheduled. An annual \$25.00 registration fee per student and \$40.00 per family must be included with Fall tuition.  
**Lesson times cannot be reserved without payment.**
5. Refunds for Fall lessons will only be given if the studio is unable to accommodate a student's request.

**INSTRUCTOR SCHEDULES**

(in alphabetical order)

<b>Monday</b> Carbonell, Carmen: <i>piano, voice</i> 2:30 - 6:00 Church, Brian: <i>guitar, piano, voice</i> 4:00 - 6:30 Holehan, Matthew: <i>piano</i> 2:30 - 7:30 Pellecchia, Tanya: <i>piano</i> 3:00 - 8:00 Pham, Vinh: <i>piano</i> 2:30 - 8:00 Willett, Galen: <i>guitar, piano, ukulele</i> 2:30 - 8:00	<b>Tuesday</b> Carbonell, Carmen: <i>piano, voice</i> 2:30 - 8:00 Church, Brian: <i>guitar, piano, voice</i> 4:00 - 8:00 Ryu, Ha-eun: <i>piano, violin</i> 2:30 - 8:00 Sikorski, Stephen: <i>guitar, piano, voice</i> 2:30 - 8:00 Willett, Galen: <i>guitar, piano, ukulele</i> 2:30 - 8:00
<b>Wednesday</b> Church, Brian: <i>guitar, piano, voice</i> 4:00 - 6:30 Pellecchia, Tanya: <i>piano</i> 2:30 - 8:00 Ryu, Ha-eun: <i>piano, violin</i> 2:30 - 8:00 Sikorski, Stephen: <i>guitar, piano, voice</i> 6:00 - 8:00 Willett, Galen: <i>guitar, piano, ukulele</i> 2:30 - 8:00	<b>Thursday</b> Carbonell, Carmen: <i>piano, voice</i> 2:30 - 8:00 Church, Brian: <i>guitar, piano, voice</i> 4:00 - 8:00 Contarino, Joan: <i>piano, voice</i> 2:30 - 6:00 Holehan, Matthew: <i>piano</i> 2:30 - 5:00 Pellecchia, Tanya: <i>piano</i> 2:30 - 5:00 Sikorski, Stephen: <i>guitar, piano, voice</i> 2:30 - 8:00

**Payment & Cancellation Policies**  
**PLEASE READ CAREFULLY**

We at Music 101 are committed to providing each student with the best education possible through the use of high quality materials and exceptionally trained professionals who are masters of their craft. In order to continue to serve you in this manner, we have found it necessary to outline and put into effect the following payment/cancellation policies in order to be considerate of our own needs as well as those of the student. Please read through the following policies carefully, for they will be strictly adhered to. Feel free to approach us with any concerns or questions. Thank you for your time and attention!

**Music 101 accepts cash and/or check only.**

**Tuition Rates for 2022/2023**

<b>Lesson Length</b>	<b>Tuition Rate</b>
1/2 Hour Private Lesson	\$40.00 per lesson
3/4 Hour Private Lesson	\$60.00 per lesson
1 Hour Private Lesson	\$80.00 per lesson

**Registration Fee**

- A \$25.00 registration fee per student or \$40.00 per family will be due upon registration. This fee is paid once per academic year.

**Tuition Payments**

- Lesson tuition is pre-paid monthly and is due at the last lesson of the month for the upcoming month.
- A \$5 late fee per student will be automatically applied to all payments made after the due date.
- If payment is not received before the second lesson, no further lessons will be given to the student until the payment is rendered.
- If payment is made by check and it is returned by the bank, the parent of the student or the adult student will be charged the bank fee.
- Music 101 reserves the right to not schedule lessons for students with outstanding balances until paid in full.
- Only currently enrolled students may attend lessons.

## **Payment & Cancellation Policies**

### **Illness**

- There are no credits, refunds, or reschedules for students who same-day cancel due to illness.
- A student may choose to attend a virtual lesson at any time if they are experiencing any type of symptoms. Please call the studio to notify us of this change.
- Music 101 reserves the right to send students home if the student has a fever equal to or greater than 100.4 or is displaying any outward signs of illness. Music 101 will not refund the cost of a lesson to a student sent home sick.

### **Cancellations**

The Music 101 academic year is broken up into 3 Sessions:

Session I: September - December

Session II: January - March

Session III: April - June

- Music 101 will credit 1 canceled lesson per Session with a 24 hour advance notice. The deduction for the credit will appear on the following month's invoice.
- Same-day cancellations will not be credited, refunded, or rescheduled. No exceptions.
- A credit not used from one Session cannot be rolled into the next.
- Credits cannot be transferred between siblings who are taught by different teachers.

### **Rescheduled/ Make-Up Lessons**

- The Music 101 schedule often does not allow for rescheduled lessons and therefore cannot be guaranteed. Our credit system has been designed with this in mind.
- IF a reschedule is possible, the student will be placed within their current teacher's hours and within the same week of the canceled lesson.
- Students will not be rescheduled to a different teacher.
- Any reschedules canceled by the student will not be credited or scheduled again.

## **Payment & Cancellation Policies**

### **Lesson Formats**

- Students may change lesson formats between virtual, hybrid, and in-person at any point during the academic year.
- All students will be assigned a Zoom ID, regardless of lesson format. This makes for easy transitions in the event a teacher or students is unwell.
- Hybrid students can switch their in-person weeks at any time by notifying the studio.

### **Substitute Policy**

When a teacher is to be absent and unable to teach virtually, Music 101 believes in the policy of another member of the staff substituting for the day. All students follow a similar methodology in lessons. This enables members of the faculty to seamlessly cover each others' lessons when the need arises.

### **Voluntary Withdrawal of both Virtual and In-Person Classes**

- **In order to withdraw from the lesson program, Music 101 requires written notification by the 15th day of the month *prior* to when lessons will end.**
  - For example, a student who would like to withdraw for the month of April, written notification must be given on or before March 15th.
- **Failure to notify the studio by the 15th will result in a student being held responsible for the upcoming month's full tuition.**
- If a student wishes to terminate lessons within a month that has been paid for, a refund will not be given for the remaining lessons.

### **Parking**

Please be aware that Music 101 does not have access to a driveway. Parking is available on the opposite side of the street. Please respect our neighbors by not using their driveways to park or turn around. Thank you for your cooperation.

### **Pick-up / Drop-off**

Please note the following: There is a "No Stopping or Standing" sign directly in front of the Music 101 building. We ask that you do not drop your student off more than 10 minutes prior to class and that you are prompt with your pickups to help maintain social distancing while at the studio. All students must wait inside the studio for their caregiver to arrive.

## **Payment & Cancellation Policies**

### **Snow Cancellations**

Music 101 does not follow the weather related school cancellations. Information about our studio closing will be available after 12:00 PM. Please call the studio or check the website for updates. In the event of a necessary closure due to weather, Music 101 will teach virtual classes that day.

### **Recitals**

Music 101 is proud to host annual recitals during the month of June for our students to showcase the skills they diligently acquire throughout the year. Recitals are a great opportunity to become inspired by the music of a student's peer as well. Our annual recitals will take place the weekend of June 16-18, 2023.

### **Studio Etiquette**

Please refrain from bringing any type of food, drink, or candy into the studio. Only currently enrolled students may attend lessons. Please keep pets outside.

### **Holidays**

Please note Music 101 will be **OPEN** for lessons the following holidays:

- Indigenous Peoples Day, Monday, October 10, 2022
- Veterans Day, November 11th, 2022
- New Year's Day (Observed), Monday, January 2, 2023
- Martin Luther King Jr. Day, Monday, January 16, 2023
- Juneteenth, Monday, June 19, 2023

Music 101 will be **CLOSED** for lessons the following holidays:

- Labor Day, September 5, 2022
- Thanksgiving, November 24, 2022
- Winter Break, December 26, 2022 - January 1, 2023
- February Break, February 20 - February 24, 2023
- April Break, April 17 - April 21, 2023
- Memorial Day, May 29, 2023
- 1st Summer Break, June 26 - June 29, 2023

***Thank you again for your time, attention, and cooperation!***

## **COVID-19 Guidelines**

The safety of our students, families, and faculty is our primary concern as we move into lessons for the upcoming academic year. Please take a moment to read carefully through our safety guidelines. For the well-being of all, we will be strictly adhering to all safety policies outlined below.

- Students will be required to wash their hands upon arrival or use the sanitizer stations located in the waiting room.
- Sanitizing stations will be available in common areas as well as individual studios.
- If you are experiencing ANY symptoms of illness, please remain home and choose to participate in your lesson virtually.
- If a student tests positive for Covid-19, they should plan to attend lessons virtually. A student should only return to in-person study after testing negative or completing the required isolation period of 5 days with an improvement in symptoms and no presence of fever for 24 hours. We ask that students plan to wear a mask to lessons for a full 10 days after diagnosis.
- Music 101 will continue to monitor and adhere to all state and federal guidelines regarding Covid-19. Music 101 reserves the right to change COVID requirements based on the most up to date information. Families and students will always be notified of any changes as soon as they are available.

**COVID-19 Waiver**  
**SIGNATURE REQUIRED**

Music 101 has implemented preventative measures to reduce the spread of the highly contagious Coronavirus/COVID-19. These measures are consistent with guidance provided by the Commonwealth of Massachusetts and the CDC.

Despite the implementation of these measures, Music 101 cannot guarantee that students will not become infected with Coronavirus/COVID-19 while participating in any of the classes offered by Music 101 and its staff.

It is a requirement of all students and persons entering the business premises of Music 101 to comply with the procedures outlined in the Safety Guidelines for Fall 2022.

Please refer to our Covid-19 Guidelines for the necessary procedures to follow should you test positive.

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Student Name

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Student Signature (if over 18 years of age)

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Date

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Parent Name (if student is under 18 years of age)

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Parent Signature (if student is under 18 years of age)

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Date



57 Upham Street  
Melrose MA 02176  
781-662-6101  
info@music101studios.com

## STUDENT REGISTRATION PACKET

Private In-Person and Virtual Lessons

2022-2023 Academic Year

Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Music 101 accepts payments by personal check or cash only.*

### Student Information

Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Prior Experience/ Goals: \_\_\_\_\_

Preferred Lesson Format: ☐ in-person ☐ hybrid ☐ virtual

### Private Lesson Options

INSTRUMENT (AGE)	LESSON LENGT H	TUITION DEPOSIT <i>cost of 5 lessons</i>
Guitar (6+)	1/2 Hr	\$200.00
Piano (4.5 +)	3/4 Hr	\$300.00
Ukulele (5+)	1 Hr	\$400.00
Violin (5+)		
Voice (10+)		

### Lesson Scheduling (one student per form)

PLEASE RETURN FORM WITH PAYMENT

INSTRUMENT	LESSON LENGTH	DESIRED SCHEDULE: Day & Time Frame <i>e.g. Monday 3:00 - 6:00 end</i>	TUITION COST
1. <i>e.g. piano</i>	<input type="checkbox"/> 1/2 Hour <input type="checkbox"/> 3/4 Hour <input type="checkbox"/> 1 Hour	Choice 1: _____ Choice 2: _____ Teacher Preference: _____	\$ _____
2. <i>e.g. voice</i>	<input type="checkbox"/> 1/2 Hour <input type="checkbox"/> 3/4 Hour <input type="checkbox"/> 1 Hour	Choice 1: _____ Choice 2: _____ Teacher Preference: _____	\$ _____

I (parent/guardian or adult student) have read the attached payment/cancellation policy sheet thoroughly. I understand the information and am willing to comply with the established guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ ☐ In checking this box, I give permission to

Music 101 to photograph and audio/video record classes, lessons, and other activities, to be used in print or electronic promotions. Music 101 will not publish the name of students, without parental consent.

Total Tuition Cost From above column <b>PLUS</b> Registration Fee \$25/individual; \$40/family	\$ _____ \$25 or \$40
Total Due Now	\$ _____