

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

1. Fall lessons will begin Monday, August 31, 2020.
2. We will begin the academic year by offering your choice of a hybrid schedule for in-person lessons or a fully virtual option. This packet includes details regarding our safety protocols for in-person lessons. Please read thoroughly and sign our compliance statement. Students will not be scheduled without a signed compliance statement and registration form.
3. Registration is handled on a first come first served basis so please be timely in your response. For best scheduling options, return all registration materials by as soon as possible. Registration is available online. Summer students will be given priority when scheduling. *Please note, siblings will only be scheduled in back to back slots to accommodate remote learning weeks and prevent the need for changing the schedule.
4. Fall hours are Monday - Thursday 1:00 - 8:00 pm, Friday 2:00-6:00 pm.
5. Please include a payment equal to four 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.**
6. Refunds for Fall lessons will only be given if the studio is unable to accommodate a student's request.

INSTRUCTOR SCHEDULES (in alphabetical order)

Monday Church, Brian, <i>guitar, piano, voice</i> 3:00 - 6:00 Comstock, Kendra, <i>piano, voice</i> 5:30 - 8:00 *DePaolo, Alicia, <i>piano, voice</i> 1:00 - 7:00 Holehan, Matt, <i>piano</i> 1:00 - 7:30 King, Andrew, <i>piano</i> 2:00 - 8:00 Pham, Vinh, <i>piano</i> 2:00 - 8:00 Willett, Galen, <i>guitar, piano, ukulele</i> 2:00 - 8:00	Tuesday *Bainton, Larisa, <i>guitar, piano, voice</i> 2:00 - 8:00 Church, Brian, <i>guitar, piano, voice</i> 3:00 - 5:30 King, Andrew, <i>piano</i> 2:00 - 8:00 Sikorski, Stephen, <i>guitar, piano, voice</i> 3:00 - 8:00 Willett, Galen, <i>guitar, piano, ukulele</i> 2:00 - 8:00
Wednesday *Bainton, Larisa, <i>guitar, piano, voice</i> 2:00 - 8:00 Church, Brian, <i>guitar, piano, voice</i> 3:00 - 6:00 King, Andrew, <i>piano</i> 2:00 - 8:00 Pellecchia, Tanya, <i>piano TBD</i> Willett, Galen, <i>guitar, piano, ukulele</i> 2:00 - 8:00	Thursday Bainton, Larisa, <i>guitar, piano, voice</i> 2:00 - 8:00 Church, Brian, <i>guitar, piano, voice</i> 3:00 - 8:00 Comstock, Kendra, <i>piano, voice</i> 2:00 - 7:00 Holehan, Matt, <i>piano</i> 1:00 - 7:30 King, Andrew, <i>piano</i> 2:00 - 8:00 Ryu, Ha-eun, <i>violin</i> 3:00 - 8:00 Sikorski, Stephen, <i>guitar, piano, voice</i> 5:00 - 8:00
Friday Wait-list	*Virtual Instructors Alicia DePaolo Larisa Bainton

FAQ for Fall 2020 Lessons

What type of lessons will Music 101 be offering in the fall?

After much consideration, and with the current state of information available to MA businesses at this time, Music 101 has made the decision to offer virtual classes or a hybrid in-person option. Virtual students will learn remotely on a weekly basis. Hybrid students will attend two lessons at the studio and two lessons virtually from home each month.

What do virtual lessons look like?

We have worked extensively over the past months to ensure our virtual lessons uphold the same standards as our in person classes. A student will register through our website indicating his/her preference for virtual study on the necessary forms. We will then guide a student through the scheduling process as well as in purchasing the required materials. All lessons are conducted over Zoom. This year, every student will be assigned a meeting ID and password when schedules are confirmed. Music 101 will continue with regular hours and can easily be reached to help with any questions by email, phone, or in person while the hybrid schedule is offered.

What if I sign up for a hybrid schedule and Music 101 shifts to a virtual schedule?

Music 101 will continue to change policy as needed to ensure the safety of our students, families, and staff. This may mean moving back to an entirely virtual schedule at some point during the academic year. Because we will have the necessary tools in place, the shift would be seamless. A hybrid student may then choose to continue virtually or complete the current month he/she is enrolled in and put lessons on hold until a return to in-studio is possible.

What if I enroll in hybrid lessons but Music 101 is only able to begin the academic year with virtual classes?

If classes have not begun, and Music 101 has to make the decision to continue with strictly remote classes, each hybrid student would be given the choice to begin the school year with virtual classes or request a refund of registration and first month tuition.

What safety practices will you be taking at the school?

The safety of our students and faculty is our primary concern. Please read through and complete the attached safety guideline policies when reviewing registration materials.

Will I be able to change my lesson format during the school year?

Yes! We ask that students commit to one format each month but a request can always be made to switch between virtual and hybrid throughout the year.

FAQ for Fall 2020 Lessons

What if I don't care for the remote learning model?

Because our program is a monthly commitment, you may choose to end remote lessons at any time. We ask that you follow our two week termination policy clearly outlined in our studio policy.

Will I be able to make up missed lessons?

Music 101 will continue to follow the same policies and procedures outlined in our registration packet for both virtual and in person lessons. Although it is not always possible to schedule make-up classes, one credit per session for a missed lesson with advanced notice will continue to be offered.

Can I switch my in-person and virtual lesson weeks?

In order to maintain proper social distancing, it will not be possible to switch in-person and virtual weeks. A student may, however, choose to attend virtually for any reason a week he/she is scheduled to be at the studio.

What happens if Music 101 reopens in the future?

If we are able to move back to an in-person schedule in the future, students will continue to have the choice of attending lessons at the studio or studying remotely.

When will voice lessons be offered in person?

All vocal studies will remain virtual until clear guidance from choral guilds and health organizations allow for in-person options to resume.

Can I sit in on lessons with my student?

We ask that you do not sit in on lessons at this time in order to maintain the proper social distancing in our practice rooms. You are always welcome to sit in classes on remote weeks. A guardian also may request to occasionally view an in-studio lesson over Zoom.

How do I communicate with my child's instructor?

Parent and caregiver interaction with lessons is extremely important for the success of students, particularly the young student. We welcome parents to check in with us on remote weeks at the beginning of a lesson to discuss lesson progress and practice strategies. Because teacher contact with families will be more limited at the studio this year, we also will be providing a monthly progress report to be emailed home with helpful information for students and caregivers.

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 2020/2021

Lesson Length	Tuition Rate
1/2 Hour Private Lesson	\$38.00 per lesson
3/4 Hour Private Lesson	\$57.00 per lesson
1 Hour Private Lesson	\$76.00 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

COVID-19 Guidelines

Please read the separate COVID-19 Guidelines and Waiver found on pages 8 and 9 of this packet for more detailed information

All visitors and employees of Music 101 will be required to wear face masks while inside and outside of the building.

- Music 101 will adhere to Massachusetts social distancing guidelines.
 - The lobby will not be available for family and guardians to wait in during lessons.
- Music 101 reserves the right to send home students who show flu symptoms or are not adhering to the face mask/ social distancing guidelines.

Illness

- There are no credits, refunds, or reschedules for students who same-day cancel due to illness.
- A student may choose to attend a remote lesson 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 cancelled 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 can not be rolled into the next.
- Credits can not 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.
- Students will not be rescheduled to a different teacher.
- Any reschedules cancelled by the student will not be credited or scheduled again.

Payment & Cancellation Policies

Substitute Policy

When a teacher is to be absent, 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.

Snow Cancellations

Music 101 does not follow the weather related school cancellations. Information about our studio closing will be available after 12:00PM. 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.

Payment & Cancellation Policies

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. We hope to be able to return to in-person recitals in 2021.

Studio Etiquette

Please refrain from bringing any type of food, drink, or candy into the studio. In order to follow social distance guidelines, family and guardians may not remain in the waiting area during a student's lesson. Only currently enrolled students may attend lessons. Please keep pets outside.

Holidays

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

Columbus Day, Monday, October 12, 2020
Veteran's Day, Wednesday November 11, 2020
Martin Luther King Jr. Day, Monday, January 18, 2021

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

Labor Day, September 7, 2020
Thanksgiving, November 26, 27, 2020
Winter Break, December 24, 2020 - January 1, 2021
February Break, February 15 - February 19, 2021
April Break, April 19 - April 23, 2021
Memorial Day, May 31, 2021
July Break, June 26 - July 5, 2021
August Break, August 20 - August 29, 2021

***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.

Music 101 will be taking the following steps:

- All teachers and staff will wear masks. No one is allowed in the building without a face covering.
- Pianos will be cleaned between classes. Instruments such as guitars and print materials will not be available for students to share and borrow for lessons.
- Sanitizing stations will be available in common areas as well as individual studios.
- Social distancing will be practiced. Markers will be used to help students maintain an appropriate distance in common areas.

Music 101 is asking for students to understand:

- If you are experiencing ANY symptoms of illness, please remain home and choose to participate in your lesson virtually.
- If you have received a positive COVID test or have been in contact with anyone who has tested positive, please do not attend in person lessons until your quarantine period of 14 days is complete and/or you have received a negative test.
- *Student temperatures will be checked at the door.* If your temperature is over 100.4, you will not be able to participate in a lesson at the studio that day.
- Students will be required to wash their hands upon arrival.
- Every student should wear a mask for the entirety of their visit to the studio.
- The waiting room will be available to students and caregivers who are waiting to go into a lesson. Students will be asked to wait at a marker for an instructor to receive them. Please do not arrive more than 10 minutes early to your lesson time and plan for prompt pick up at the end of class. We ask that parents and caregivers leave the studio once a student has gone into the lesson. Students will then wait in the lobby after lessons for parent or guardian pickup. Students are asked not to wait outside. We will continue to use email and phone as our primary means of communication with families. We are also happy to schedule an appointment to speak with you in person anytime during the academic year.
- Please remember to bring all of your necessary materials. Studio copies of music books will not be available to borrow.
- Unfortunately, because of the size of our practice rooms, only a student may attend lessons. We ask that parents and caregivers do not sit in on classes at this time. A guardian is welcome and encouraged to sit in on lessons on remote weeks.

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 2020. This includes allowing members of the staff to check a students temperature before entering. Music 101 reserves the right to discontinue in-person lessons effective immediately for non-compliance.

Anyone who has received a positive COVID test or has been in contact with anyone who has tested positive, cannot attend in person lessons until a quarantine period of 14 days is complete and/or you have received a negative test.

Any student travelling out of state, or if a member of the same household travels out of state, must comply with the current MA requirements for quarantine and request virtual classes until it is complete.

Student Name

Student Signature (if over 18 years of age)

Date

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

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

Date



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

STUDENT REGISTRATION PACKET

Private In-Person and Virtual Lessons

2020-2021 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: ☐ virtual ☐ hybrid (in-person & virtual)

****Please note, all voice lessons will be taught virtually.***

Private Lesson Options		
INSTRUMENT (AGE)	LESSON LENGTH	TUITION DEPOSIT (cost of 4 lessons)
Guitar (6+)	1/2 Hr	\$152.00
Piano (4.5 +)	3/4 Hr	\$228.00
Ukulele (5+)	1 Hr	\$304.00
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	\$ _____
PLUS Registration Fee \$25/individual; \$40/family	\$25 or \$40
Total Due Now	\$ _____