

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

1. Fall lessons will begin Monday, August 30, 2021.
2. We will begin the academic year by offering your choice of fully in-person, hybrid, 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 as soon as possible. Registration is available online. Summer students will be given priority when scheduling.
4. Fall hours are Monday - Thursday 2:00 - 8:00 pm.
5. 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.**
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)

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

## **FAQ for Fall 2021 Lessons**

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

Music 101 will open for fully in-person learning while keeping virtual classes as an option for students. Students may choose to attend all lessons in person, all lessons virtually, or a blend of both with a hybrid schedule.

### **What safety practices will you be taking at the school?**

The safety of our students and faculty is our primary concern. Unvaccinated students and caregivers are required to wear masks while inside the studio building. We will continue to check student temperatures upon arrival and ask that everyone washes hands before lessons begin. Please read through and complete the attached safety guideline policies when reviewing registration materials.

### **What do virtual lessons look like?**

We have worked extensively over the past year to ensure our virtual lessons uphold the same standards as our in person classes. A student will register through our website indicating their preference for virtual study on the necessary forms. All lessons are conducted over Zoom. Students 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.

### **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.

### **If I attend all of my lessons in-person, why am I being assigned a Zoom ID?**

We will continue to assign all enrolled students with a Zoom ID, regardless of lesson format. This makes for easy transitions in the event a teacher or student is unwell. We ask that everyone continue to monitor themselves for any symptoms of illness and plan to attend a lesson virtually if showing signs of sickness.

### **If I am a virtual student, what policies will I be asked to follow?**

Music 101 will continue to follow the same policies and procedures outlined in our registration packet for all students, regardless of lesson format. 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.

### **If I am a hybrid student, can I switch my in-person and virtual lesson weeks?**

Yes. Changes can be made with advanced notice to the studio.

## FAQ for Fall 2021 Lessons

### **When will voice lessons be offered in person?**

We will begin to offer in-person voice lessons for fully vaccinated students this fall. This will remain dependent on MA guidelines as well as CDC recommendations for indoor face mask mandates as well as individual teacher preference.

### **Can I observe lessons with my student?**

Yes! We are happy to welcome back parents and caregivers to observe lessons whenever they choose. Please keep in mind our practice rooms are small and you may want to make other arrangements for young siblings. We do ask that adults wear a face covering when attending classes.

### **Will the waiting room be available for families to use during lessons?**

Yes! We are looking forward to seeing everyone and catching up in our common areas during lesson times.

## **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 2021/2022**

<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**

### **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 the building.

- 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 12:00 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.

## **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.

### **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:

Columbus Day, Monday, October 11, 2021  
Veteran's Day, Wednesday November 11, 2021  
Martin Luther King Jr. Day, Monday, January 17, 2022

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

Labor Day, September 6, 2021  
Thanksgiving, November 25, 26, 2021  
Winter Break, December 24, 2021 - December 31, 2021  
February Break, February 21 - February 25, 2022  
April Break, April 18 - April 22, 2022  
Memorial Day, May 30, 2022  
July Break, July 1 - July 11, 2022  
August Break, August 26 - September 5, 2022

***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.

- Unvaccinated students and caregivers will be required to wear masks when inside the studio.
- Temperatures will be checked upon arrival. A student with a temperature over 100.4 will not be able to participate in a lesson at the studio that day.
- Students will be required to wash their hands upon arrival.
- 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 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.
- 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 2021. This includes allowing members of the staff to check a student's 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.

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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

2021-2022 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 LENGTH	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.

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