



OES Policy Statement for Private Music Lessons

Oregon Episcopal School offers private music lessons to all students on a variety of instruments. Individual music lessons are given by music instructors who are recommended by the OES music faculty. Our adjunct music instructors are selected from the finest performers and teachers in the Portland area.

Registration/Scheduling:

- A roster of music instructors will be available August 1. Only instructors engaged by Oregon Episcopal School may teach on school grounds.
- Lessons will be scheduled on a first come first served basis, with priority given to returning students.
- Only currently enrolled Oregon Episcopal School students are eligible for private lessons during the school year. Siblings of OES students may also be eligible if there is space in the music instructor schedule.
- To schedule a lesson, e-mail the instructor and receive a time slot. The instructor will work with the Extension Office to enroll your student and ensure their after school plan is accurate.
- Extension will charge your school account monthly based on lessons.
- Families agree to book weekly lessons throughout the school year. Alternative schedules may be negotiated at instructor discretion.
- Lessons will allow for transition time if necessary.
- Parents are encouraged to arrive 5 minutes early to pick students up and to be present at the end of lessons in order to understand assignments and to receive updates on projects. If students are not picked up promptly, the student will be taken to the Extension program, and parents will be billed for the time spent there.
- Private lessons are given after school in Farris Hall/EC3, The US Choir room, and the OES Chapel basement.

Duration and Commitment:

- Parents are reminded that by enrolling your child in private music lessons, you are agreeing that your child will be available to complete weekly lessons during the school year.
- Please take this commitment into consideration when enrolling your student in tutoring, sports, or other in-school or out-of-school activities.
- Books: Students must bring lesson materials to every lesson. More than once per term will be considered an unexcused absence and the student will not have a lesson that day.
- BILLING INFO. If more lessons are taken, additional fees will be assessed at the current rate of \$35 per half hour. Lessons are 30 minutes, 45 minutes or 1 hour in length. The length of lessons will be determined by the music instructor and parents based upon the student's ability level and commitment of time to practice, and time available.
 - Pricing is as follows: \$35 = 30 minutes, \$52.50 = 45 minutes, \$70 = 1 hour

Withdrawal:

- Withdrawal from private lessons with no financial penalty is allowable within 24 hours following the first lesson or at the end of fall or winter term (before winter break or spring break).
- Outside of these withdrawal windows, withdrawal or non-completion of lessons for any reason other than medical reasons will need to continue to pay for that time slot for the remainder of the term.
- If a student needs to withdraw from private lessons, please notify the Extension Office as soon as possible. Parents of students leaving the program for medical reasons must provide a medical statement from the student's physician.

Absences:**Student absences:**

- Excused absences are mandatory class-related activities or illnesses. In order for any of these to be excused, **parents must notify the instructor directly** at least 24 hours in advance. Illness will be considered an excused absence if the instructor is notified in advance and do not occur more than once a term. Illness more than once a term may be excused with a medical statement and must be discussed with the Extension Office. Instructors must be called directly and parents must e-mail lsattend@oes.edu.
- Unexcused absences include sports obligations, playdates, vacations and anything else that is not notified in advance. Unexcused absences will be billed on student accounts.

Instructor absences:

- Instructors will notify parents as early as possible and will work to reschedule lessons or schedule substitutes.

If there are any questions or concerns around absences, please contact Extension.

Please note that you will be charged for missed lessons that are not excused.

ACKNOWLEDGMENT

I have read, understand and agree to abide by the OES Extension Department's private lesson policies.

You will be sent this agreement, payment information and need to sign the agreement prior to the first lesson.

Signature

Printed Name

Date