



### **OES Policy Statement for Private Lessons**

Oregon Episcopal School offers private lessons to all students in a variety of subjects including music, language, and art. Individual lessons are given by instructors who are recommended by OES faculty and/or are selected through a rigorous hiring process, resulting in the finest performers and teachers in the Portland area.

#### **Registration and Scheduling:**

- 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's schedule.
- Only instructors employed by Oregon Episcopal School may teach on school grounds.
- 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 the instructor's discretion.

#### **In-person lessons:**

- 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.

#### **Duration and Commitment:**

- 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: 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, the commitment of time to practice, and time available.

- Pricing is as follows: \$40 = 30 minutes, \$60 = 45 minutes, \$80 = 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 does 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 notified directly.
- Unexcused absences include sports obligations, playdates, vacations and any other absence that is not reported at least 24 hours in advance. Unexcused absences will be billed on the student's account.

Instructor absences:

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

If you have any questions please contact the Extension office at [extension@oes.edu](mailto:extension@oes.edu).

**ACKNOWLEDGMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date