

**The Music Academy at Salisbury Presbyterian Church**  
**Midlothian, VA 23113**  
**2019-2020**

**General Policies and Procedures**

- All individual lessons and make-ups will be taught by qualified instructors on the premises of the Salisbury Presbyterian Church
- Classes will be taught in piano, voice, organ, strings, guitar, ukulele, flute, trumpet and trombone in rooms that can be viewed through a window or open door.
- Students will be notified of the day, time, room location and name of instructor
- Every effort will be made to accommodate lesson day preferences
- Teachers will be prompt in starting and ending lessons
- Classes will not be extended due to tardiness
- Students and instructors will strive for perfect attendance
- Students and instructors are committed to an entire year of participation (Fall & Spring semesters)
- Each student will be encouraged to participate in recital opportunities
- Instructors and the program coordinator will be glad to recommend dealers should you have an interest for new, used or rental instruments
- The fall semester tuition may be paid in full OR you may pay monthly on the first of each month. Your first payment must be in by **September 9, 2019** (or at your first lesson). All checks may be made payable to **Salisbury Presbyterian Church** (with Music Academy in the memo line)
- The Academy will not issue refunds for unused lessons
- A **\$25.00 fee** will be charged for all returned checks
- Parents should meet their child at the lesson room door at the time of dismissal
- Weather cancellations: If CCPS is closed, we normally close as well

**Make Up Policy**

We consider your private lesson time as a standing appointment. If an instructor must miss a regularly scheduled lesson due to illness or for personal reasons, he/she will notify the student and the Academy Coordinator of the days and times of make up lessons. All instructor initiated absences and cancellations will be made up.

When a student initiates a missed lesson:

- A 24-hour notice to the instructor is preferable
- If a student wakes up ill on a lesson morning, parents should call the **instructor** directly before 9:00a.m. (NOTE: Because messages cannot always be relayed through the church office, the instructor's and coordinator's home and cell numbers will be provided.)
- The instructor will make up **one lesson per student per semester** for a "student absence" depending upon the instructor's schedule and building/room availability
- Make-up lessons will be given during or at the end of each semester and will NOT carry over into the next semester

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