



The Madeira School Terms of Agreement for Private Music Instruction 2016-2017

Private lessons are available at Madeira for voice, piano, flute, violin, viola, guitar, cello, bass, and other instruments as requested if a teacher is secured. Music study requires a substantial commitment on the part of both the student and the teacher; therefore, we have assembled guidelines in the form of a personal contract for the student and parent to sign.

Enrollment: Private lessons are a yearly commitment to receive one activity credit (if all requirements are met) or a half-year commitment to receive no credit. You may sign up during the first two weeks of the school year, subject to teacher availability. After that time, you must wait until the beginning of Mod 4 to begin lessons. If you decide part way through the semester that you are over-committed, we will release you from your time commitment. Unfortunately, we cannot release you from your financial commitment. Lessons are billed for the entire year with two (2) payment options: 1.) Pay for the full year at the beginning of the school year, or 2.) Pay for half year at the beginning of Mod 1 and Mod 4. There are no refunds.

Students are encouraged to begin lessons at the beginning of the school year, as teacher availability is limited later in the year when schedules fill with students. If your schedule changes during the school year, let your teacher know immediately, and we will do everything possible to find a new lesson time. Each student will complete an enrollment form before the first lesson, which must include a copy of their school schedule, including sports team participation, and their advisor's contact information.

Fees: There are 28 lessons in the school year: 12 in Mods 1, 2 and 3, and 16 in Mods 4, 5, 6 and 7. Teachers are planning the fifth week of a module as possible makeup day, if necessary. If no makeup lessons are required as per the makeup policy, the student may complete more than 12 lessons in Mods 1, 2, and 3, with the remaining lessons to be taken in Mods 4, 5, 6 and 7 to complete the total of 28 lessons.

You may choose a 45-minute lesson, which is eligible for one activity credit, if taken for entire year, or a 30-minute lesson, which does not receive activity credit.

45 minute private lesson	\$870 per half-year
30 minute private lesson	\$630 per half-year

Payments are made directly to the private instructor. See Instructor Information Sheet for addresses. A deposit of \$100 is requested by July 15 to reserve your lesson space with the instructor. Final payments are due on or before September 8, 2015. *Above fee schedule is applicable for teachers with minimum of 3 students.*

Attendance: Attendance at every lesson is essential. Please note that a private lesson is considered a class. Advisor's meetings, doctor's appointments, test make-ups, etc. should not be scheduled during your lesson. Missed lessons that are caused by a school activity such as a field trip, or school closing may be rescheduled *on the makeup day, providing the teacher is notified in advance.* **The School's policy is: Notifying the teacher and rescheduling the lesson is the student's responsibility.**

Lessons not immediately rescheduled within the week are forfeit. Private teachers are not at Madeira every day. Students are required to notify the teacher by phone at their home the evening before the lesson day for an expected absence, or the morning of their lesson should they be ill and not attending school that day. Home phone numbers for each teacher will be provided. Students should also supply their teachers with their cell phone number for efficient communications.

Each student is limited to 1 make up lesson per half-year, as defined above. (14 weeks). Additional lessons will not be scheduled. A student who misses more than 3 lessons in a half-year may forfeit their activity credit. Lessons missed due to illness or the student not feeling well while at school may be rescheduled at the discretion and availability of the teacher. The student may also arrange to switch a lesson time with another student.

Performance Requirement: Each student enrolled in private lessons for activity credit must perform on a soiree or concert program at Madeira at least once during the school year. In addition, the student must attend at least one musical performance at Madeira per half-year to increase her knowledge of repertoire and support the musical community. The student is responsible for documenting her attendance by signing in at the event with the supervising teacher. Students who do not meet this requirement will not receive activity credit. All students are strongly encouraged to perform frequently to enhance and reinforce the skills learned in her lesson.

Supplies: Your teacher will recommend music appropriate to each student. The cost usually ranges between \$10-\$50.

Practice: Individual practice time outside of the lesson is essential to the musical development and confidence of the student. Students taking lessons for activity credit are expected to practice 3 hours per week, if in 9th or 10th grade, and 4 hours per week, if 11th or 12th grade.

Prepare for your lessons as you would any class where you know you will be called on. Your teacher will set practice expectations and recommendations for each student. Individual practice rooms are available at the C/A during all school hours.

Please feel free to contact the Mrs. Steinke, in the music office if you have questions: 703-556-8270, or ssteinke@madeira.org.