

PEE WEE PIANO

school of the arts

MUSIC, EDUCATION & FUN!

Dear Parents,

We would like to thank you for choosing to take lessons in our Private Lesson Program. Our goal is to not only teach children the art of playing an instrument, but to also strengthen their important lifelong values such as patience, determination, responsibility, and self-confidence. We are here to assure you that your child's time spent in our program will be an enjoyable experience that will add to their lives forever.

Pee Wee Piano School of the Arts was established in February of 2004 and has been expanding ever since. The program is especially designed for children ages 4-13. Our program is unique in that during each class "**Character Words**", such as **perseverance, integrity, and honesty** will be incorporated in your child's lessons. This will enhance their development at a level that supersedes other children who have not had the opportunity to participate in our programs. In addition, recitals are scheduled where you, your family and friends will have a chance to experience the joy of listening to your child's progress in music.

I have enclosed a policy that will help you to understand the standards and operations of Pee Wee Piano's Private Lesson Program. Please read the policy carefully. If you have any questions or concerns you may contact us. We appreciate your business!

Welcome to the Pee Wee Piano Family.

Thanks again,

Rotoya Williams Goodwin
Chief Executive Officer

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OPERATIONS

PEE WEE PIANO is a faith-based program that operates by biblical principles and values to help your children become productive citizens in our community. During lessons the children will learn the art of playing a musical instrument as well life-long values such as patience, determination, self-confidence and responsibility.

Parents must complete and submit a Registration form, Parental Policy Agreement and Submit Required Fees at the time of enrollment.

REGISTRATION FEES AND PAYMENT OPTIONS

1. The Initial Enrollment fees required are the Registration Fee (\$30.00), Book Fee (\$25.00).
2. In order for students to effectively learn the fundamentals of music, our program requires students are enrolled for a **6 month minimum term**. A Parental Agreement must be signed at the time of enrollment.
3. Payments must be paid through Tuition Express (Automated Payments).
4. If payment is not received your child will not be able to participate in lessons, until payment is received. Payment is required for all scheduled lessons attended or unattended by students.
5. Parents are provided the opportunity to choose one of the following Payment Options that is convenient for your family. Please select from one of the following:

Option #1 (Monthly Payments): Parents can choose to pay monthly for lessons.
30 minute session: \$159 a month - Payments will be withdrawn the 5th of every month.
45 minute session: \$179 a month- Payments will be withdrawn the 5th of every month

Option #2 (½ of Session Payments:) *Favored Option* Parents can choose to pay for three months at the time of registration and receive a **DISCOUNTED RATE** of:
30 minute session: \$149 a month; Total due at Registration \$447.00
45 minute session: \$169 a month; Total due at Registration \$507.00

Second Session payment will be deducted after 3 months of lessons has expired.

Option #3 (Entire Session Payment): Parents can choose to pay for the entire session at the time of registration and receive a increased **DISCOUNTED RATE** of:
30 minute session: \$140 a month; Total due at Registration \$840.00
45 minute session: \$160 a month; Total due at Registration \$960.00

RE-ENROLLING

Once a student's 6 month session ends, he/she will automatically be re-enrolled into the next six month session unless a parent submits withdrawal notice. **Withdrawal notice must be submitted before the end of the six month session in order for the student not to be automatically re-enrolled.**

EARLY WITHDRAWAL (Before End of Session)

In the case of early withdrawal before the 6 month session expires, parents will be required to pay a \$150 early withdrawal fee.

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RETURNED PAYMENTS

A \$10.00 returned payment fee will be applied to your account for all returned Tuition Express payments. A \$25.00 returned check fee will be applied to your account for all returned checks.

If you have any questions concerning your Pee Wee Piano financial account. Please contact our office at 301-350-5397 or by email at accounts@peewee piano.com. Music instructors will be unable to help you with such concerns.

REFUND POLICY

There are absolutely no refunds for Registration Fees, and monthly fees. Registration fees are not transferable to other child (ren).

SIBLING DISCOUNTS

Sibling Discounts are offered to parents with more than one child.

- Second Child: 10% off monthly fee
- Third Child: 15% off monthly fee
- Fourth Child: 20% off monthly fee

SCHEDULED LESSONS

1. Lessons are scheduled in **thirty minute sessions**. In order to move in excellence, we will operate in a timely fashion. All lessons will begin and end as scheduled.
2. It is recommended that all students arrive 5 minutes prior to lesson.
3. Parent must sign child(ren) in at the front desk.

TARDINESS

1. Parent/guardian must contact Pee Wee Piano in case of being tardy for lesson.
2. If student arrives more than 15 minutes late. The lesson will be canceled and documented as an unexcused absence (see absenteeism in the policy).

ABSENTEEISM

All enrolled students **must make an effort to attend all lessons scheduled**. We understand that unforeseen incidents, and emergencies do occur therefore, we have the following absence policy:

PAYMENTS AND ABSENCES

Regardless of absences incurred during a month period, the student is required to pay the full balance to keep their regular schedule. If a child is absent for any reason, on any given day for which payment has been made, or has been agreed to pay, there will be no entitlement to a refund or a reduction for amounts due or paid. No credit will be given for an absences.

EXCUSED ABSENCES

1. In case of an absence, parent/guardian **must contact Pee Wee Piano Inc. no later than 10am the day of scheduled lessons.** This absence will be considered an EXCUSED ABSENCE.

EXCUSED ABSENCES MAKE-UP LESSONS

1. Each student is allotted a maximum of one EXCUSED absence make-up lesson per month.
2. It is the parent's responsibility to schedule the EXCUSED absence make-up lesson **within 30 days of the cancellation or the missed lesson will be considered redeemed.**

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3. All EXCUSED absence make-up lessons must be scheduled via Pee Wee Piano Administration. Lessons will be scheduled according to your instructor's make-up lesson availability.
4. Any canceled makeup lesson will be considered redeemed. In other words, you cannot makeup a makeup lesson.

UN EXCUSED ABSENCES

1. **No-shows/no-calls", or cancellation received after 10am the day of schedule lessons will be considered UNEXCUSED Absences.**
2. Pee Wee Piano will under no circumstances reschedule **"no-shows/no-calls", or cancellations received after 10am the day of schedule lessons will be considered UNEXCUSED Absences.**
3. UNEXCUSED absences will not be made-up or refunded.

Instructor Absenteeism

Teachers may have to cancel lessons due to illness, family emergency, vacation, etc.

1. If your teacher must cancel a lesson, a makeup lesson will be scheduled within 30 days of the **cancellation.**

Parent Responsibilities (if applicable):

For younger students, the parent/guardian **may be asked** to sit in during a lesson and help learn some beginning material in order to assist and encourage the student. It is ultimately the parents' responsibility with children under the age of 15 to oversee and make sure necessary and proper practice is taking place.

EMERGENCY/INCLEMENT WEATHER SCHOOL CLOSINGS OR DELAYS

Pee Wee Piano operates according to the Prince George's County school system for closing and delays. If weather conditions prevent safe travel, we will close. In these instances, makeup lessons will be scheduled. Parents will be notified via email of cancellation. If there is a question of whether Pee Wee Piano is open, feel free to contact us via phone.

HOLIDAYS

Lessons will not be held on National holidays. We bill for all calendar days pertaining to the day/time you hold. Inevitably, holidays will sometimes conflict, as the lessons are automatically billed for in our system, regardless of the date. In other words, you might actually be billed for, say, Christmas Day or Thanksgiving Day, however a makeup day will be scheduled. Makeup lessons will be scheduled within 30 days of the holiday.

RECITALS

All students must participate in scheduled recitals. For students there are innumerable benefits in participating in recitals. The preparation for recitals cultivates self-motivation and further instills in them principles such as discipline, and patience. Recitals will be held twice a year, once in the summer and winter. At recitals, students share their talent with family, friends and other individuals. These special moments bring a sense of achievement and accomplishment that will remain with a child forever.

RECITAL FEE: \$25.00 per child **-Paid at Registration**

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PAYMENT OPTIONS & PARENTAL POLICY AGREEMENT

Please sign and date, and return to our office. Please note your child will not be considered enrolled until this official document is submitted.

As I enter my child(ren) _____ into Pee Wee Piano's Private Lesson Program. I _____ have read and understand the before mentioned and agree to adhere the policy. My child's initial 6 month session will begin on _____.

Please initial next to the following:

____ I understand that my child is enrolling into Pee Wee Piano's program for an initial 6 month session.

____ I understand that my child will be automatically re-enrolled after expires unless a withdrawal notice is submitted prior to the end of the 6 month session.

____ I understand that I am financially responsible to fulfill any acquired account balances.

Please choose your desired payment option:

____ **Option #1 (Monthly Payments):** Parents can choose to pay monthly for lessons.

Please check one of the following:

____ 30 minute session: \$159 a month - Payments will be withdrawn the 5th of every month

____ 45 minute session: \$179 a month- Payments will be withdrawn the 5th of every month

____ **Option #2 (1/2 of Session Payments): *Favored Option*** Parents can choose to pay for three months at the time of registration and receive a **DISCOUNTED RATE** of:

Please check one of the following:

____ 30 minute session: \$149 a month; Total due at Registration \$447.00

____ 45 minute session: \$169 a month; Total due at Registration \$507.00

Second Payment will be deducted after 3 months of lessons has expired. (At the beginning of the 4th month)

____ **Option #3 (Entire Session Payment):** Parents can choose to pay for the entire session at the time of registration and receive a increased **DISCOUNTED RATE** of:

Please check one of the following:

____ 30 minute session: \$140 a month; Total due at Registration \$840.00

____ 45 minute session: \$160 a month; Total due at Registration \$960.00

Parent/Legal Guardian Signature: _____

Print Name: _____

FOR OFFICE USE ONLY:

Processed by: _____ Date: _____

Director's Signature: _____ Date: _____

MUSICAL INSTRUCTION REGISTRATION FORM/GENERAL INFORMATION

Registration form and registration fee (\$25.00) are required at time of enrollment.

GENERAL INFORMATION

Child's Name: _____ Nick Name: _____ Age: _____ DOB: _____

Street Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Desired Lesson: Piano Drums Guitar Group Sex: Male Female

Height: _____ Weight: _____ Allergies: _____

Disability: _____ School Name: _____ Grade: _____

Referred to Pee Wee Piano by: Flyer Website Family Friend Newspaper Other _____

PARENT OR GUARDIAN CONTACT INFORMATION

Parent Name: _____ Relationship to child: _____

Street Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Email: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Home Phone: _____ Work or Mobile Phone: _____

The above information is true to the best of my knowledge. I understand that I am responsible for my child's welfare and health. In addition, I understand that I am financially responsible for any balances.

Parent/Legal Guardian Signature: _____ Date: _____

Print Name: _____

ADDITIONAL INFORMATION:

I would you like to find out information about Pee Wee Piano's:

Keys 4 Kids After Care Keys 4 Kids Summer Camp Guitar 4 Kids Sticks 4 Kids

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