

NLC School of Music Parent/Student Contract

Located at - New Life Church, 2061 100th Ave Princeton MN 55371.

Private Music Lesson Agreement and Policies

Student and Parent Expectations:

- The student is expected to have fun in their lessons and in their personal practice. Music is supposed to be enjoyable!
- The parent is encouraged to let the student attend the lesson independently. Parents or guardians can wait in the hallway where seating is available. Building a relationship between the instructor and student is crucial, and it is easier to form one-on-one.
- The student is expected to arrive on time to each lesson. Please wait at the outside door with your student until the instructor comes out to get them.
- The student is expected to bring all necessary materials (notebook, folder, lesson books, etc.) to each lesson.
- The student is expected to provide an instrument for their lesson. The exceptions at this time are piano and drums. Having their own instrument is necessary for practicing at home.
- The student is responsible for purchasing the necessary curriculum, as assigned by their instructor.
- The student is expected to practice regularly as is appropriate based on the age and ability of each student. Suggested practice schedule will be discussed with the instructor. Practice is necessary to grow in musical skills. The School of Music recommendation is to practice at least four times a week for the duration of 10-30 minutes.
- The student is expected to be an active participant in each lesson.
- The student is expected to ask questions and let the instructor know when further clarification is needed, allowing the student to be fully engaged in the learning process.

- The student is expected to treat him/herself, instruments, materials, facility, and the instructor with respect.

School of Music Showcase:

- All private lesson students are strongly encouraged to participate in the NLC School of Music annual showcase. This is an opportunity to perform in front of others and showcase all of their hard work. Performing in front of others is an important part of learning to be proficient in an instrument. Further details will be made available to students by their instructor. Showcase recitals can be expected at least once a year.

Registering for Lessons:

- Registration can be found at newlifechurchmn.com/schoolofmusic. After filling out a registration inquiry students will be directed to make an account with mymusicstaff.com where they will need to put a debit/credit card on file or link a bank account for direct withdrawal. All payments are processed online as an automatic withdrawal. After registering the Director will make the students active and assign them to an instructor. The parent will then receive an email with instructions on logging into mymusicstaff.com, our scheduling site. They can then see the availability of their instructor. They will then sign up for a weekly 30 minute time slot. If nothing is available that will work for their schedule, they will contact the Director for further direction.

Lesson Schedule:

- Lessons are scheduled on a weekly basis in 30 minute increments. Once a day/time is agreed upon by School of Music and the student, that time will be reserved for said student and the student will be responsible for paying for that time slot
- Lessons are held year round. During the summer months instructors and students schedules may change. Instructors will communicate this with parents. If a student's schedule changes we expect that you would notify the instructor prior to the change.

School of Music Holidays:

- No lessons will be held on New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and the week

between Christmas Day and New Year's Day. Please ask if you are unsure if lessons are being held or not. We will communicate these holiday times as they approach.

Snow Days/Inclement Weather:

- We follow Princeton ISD477 school district when determining when to close due to inclement weather.
- Should we choose to close early, delay opening, or otherwise cancel services at the school, students will be emailed.
- All closings, delays, and cancellations will also be notified through mymusicstaff.com.
- Students will not be charged for lessons canceled by the School of Music due to inclement weather.

Tardiness:

- Students are expected to arrive at their lesson on time. Students arriving up to 15 minutes late may have the remainder of their scheduled lesson. However, the instructor reserves the right to not add missed time to the end of the lesson. Many instructors have lessons back to back and cannot accommodate extending lessons due to tardiness.
- Instructors are expected to arrive at the student's lesson on time.
- Parents are responsible for picking up their student on time. Parents will either wait in the hallway outside of the lesson room or at the outside door for their student at the completion of lesson time.

Cancellations:

- The student/parent will contact the instructor if a lesson will be missed. The instructor will share their preferred means of communication at the first lesson. Contact can also be made through the mymusicstaff.com website.
- The student must pay only for the lessons they attend. However, if a student cannot make it, they must notify or cancel on mymusicstaff.com 24 hours in advance or payment will still be required. Many of our instructors travel here to teach and we want to honor their time.
- The instructor reserves the right to cancel a lesson for any reason. No charges will be assessed if the instructor must cancel a lesson. Students will

not be charged for any missed lessons due to the instructor's absence.

- If an instructor must miss a lesson they will contact the student and parent by their preferred means of communication, agreed upon at the first lesson.

Makeup Policy:

- Typically no makeup lessons are offered. If an instructor is willing to offer an additional time in a week it will be communicated directly with the student/parent. Please refer to the cancellation policy for further information on missed lessons.

Termination of Lessons:

- Lessons repeat every week. If you need to discontinue lessons, please contact your instructor before the Friday of the upcoming week.

NLC School of Music Code of Conduct

Purpose:

The NLC School of Music is committed to fostering a safe, respectful, and supportive environment for all students, teachers, and staff. This Code of Conduct outlines behavioral expectations to create a positive learning atmosphere and uphold the school's values.

General Principles

- **Respect:** All participants must treat one another with kindness, consideration, and respect.
- **Inclusivity:** Discrimination or harassment based on race, gender, age, religion, disability, or other characteristics is prohibited.
- **Safety:** We maintain a safe environment. Any form of violence, bullying, or intimidation will not be tolerated.

For Teachers

1. Professionalism: Teachers must be punctual, prepared, and maintain professional relationships with students.

2. Respectful Communication: Provide positive, constructive feedback and respect students' privacy.

3. Boundaries: Lessons should occur in appropriate, approved locations with clear boundaries.

4. Lyrical Content: Teachers should select music that promotes positive, respectful messages. Songs with vulgar or explicit content are prohibited, and discretion should be used when choosing non-Christian music. In cases of uncertainty, teachers should consult with the board of directors.

For Students

1. Respect: Students must treat instructors and peers with respect.

2. Commitment: Attend lessons regularly, be prepared, and practice consistently.

3. Etiquette: Follow instructions and maintain a positive attitude during lessons.

4. Conduct: Disruptive behavior, bullying, or use of inappropriate language is not allowed.

Dress Code

All participants should dress appropriately for music lessons and performances:

- **Modesty:** Clothing should be modest and respectful. Revealing attire is not permitted.
- **Comfort & Safety:** Students should wear comfortable clothes that allow for ease of movement during lessons. Footwear should be safe and appropriate for music instruction.
- **Professionalism:** For performances or recitals, students and teachers are encouraged to dress in a manner that reflects professionalism and respect for the event.

Social Media Conduct

- **Professional Representation:** Teachers and students should represent the NLC School of Music in a positive, professional manner on social media. Instructors should avoid any posts that could reflect poorly on the organization.
- **Respectful Communication:** All interactions on social media should reflect the same level of respect as in-person communication.

Harassment, inappropriate language, or bullying will not be tolerated.

- **Privacy and Consent:** No photos, videos, or personal information of students or instructors should be posted online without explicit consent. Teachers must seek permission from the board of directors before sharing any media from lessons or performances.
- **Boundaries:** Teachers should maintain appropriate professional boundaries with students on social media. Personal interactions beyond the professional scope of music instruction are discouraged.

Disciplinary Action

Violations of this Code of Conduct may result in warnings, suspension from lessons, or permanent dismissal from the program.

Lesson Rates:

Please understand that when committing to lessons, the School of Music is reserving a specific day/time for you/your student. Therefore, you are not only paying for each individual lesson that occurs, but for that time slot. Your lesson rate includes all of the following:

- **Allotted time for lessons**
- **Reservation of the assigned day/time of your lesson**
- **Knowledge/expertise of your instructor**
- **Instructor Preparation for lessons.** We adapt/modify everything we do to meet the individual learning needs/styles of each student in order to make sure each student has a successful and enjoyable experience.
- **Instructors will work to learn new music that fits the interests of each student.**
- **A lesson that is engaging, fun, informative and allows the student to gain a lifelong love of music, means of expressing him/herself, and the skills to successfully play your chosen instrument.**

The lesson rates are as follows:

- \$25.00 per 30 minutes

Rates are subject to change. Notice will be given in advance.

Payments:

- Invoices will be emailed on the 5th of the month for services rendered during the previous month.
- All families must select Auto-pay. When the invoice is sent, payment is automatically withdrawn.

- If payment is not received within one month of the dated invoice, lessons will be postponed/terminated until the account balance is paid in full. During this time, NLC School of Music reserves the right to give the student's time slot away to other potential students.
- Credit or debit cards entered online are the only acceptable forms of payment.
- To add a card and select auto payments, follow the below instructions



1
Click your name to view account options



2
Click **"Profile Settings"** from the drop-down menu



3
Click the **"Add Card"** button and enter your card details in the pop-up



4
To enable Auto Pay, select **"Automatically pay emailed invoices"**, then **"OK"**

Please keep the sections above for your personal records, detach this final page and submit.

ONLINE SUBMISSIONS will be signed digitally within the registration form in acknowledgement of and agreement with this contract.

By signing online, the student and his/her guardian state that they have read and fully understand the policies outlined in this document. Furthermore, the student and his/her guardian agree to abide by all policies, including those specifically related to payment.

If you are given a hardcopy of the Parent/Student contract, please sign below:
By signing below, the student and his/her guardian state that they have read and fully understand the policies outlined in this document. Furthermore, the student and his/her guardian agree to abide by all policies, including those specifically related to payment.

Date _____

Student Name _____

Street Address _____

Town/Zip _____

Email _____

Parent/Guardian's Name if under 18 :

Student or Parent/Guardian's Signature if under 18:
