



Welcome to Hebron School of Music! We are excited about the upcoming year. The following are School of Music policies and procedures. Each individual lesson will be coordinated through the School of Music office. If you have any questions please call the School of Music office at 770-277-6023 ext. 614 or e-mail us at: SchoolofMusic@hebronchurch.org.

Missed Lesson Policy: Please refer to the School of Music calendar for a schedule of lessons. We often still have lessons when there are teacher/student holidays or teacher workdays from school. We do not have lessons on holidays when the church is closed, or if the church closes early because of a holiday.

Students may make up TWO (2) excused absences. Any excused absences after that will be made up at the discretion of the teacher. Unexcused absences WILL NOT be made up. It is the student's/parent's responsibility to contact the teacher a minimum of six (6) hours prior to the lesson if the lesson is to be missed and considered excused. A valid reason such as illness or extreme family emergency must be given at time of cancellation. Examples of unexcused absences include: a) sports event, b) homework, c) unprepared for lesson, d) traffic, e) no transportation. Failure to call or provide a reason results in an unexcused absence and the student will be charged without the possibility of a make up. The only missed lessons that will be credited to you are those that the teacher is responsible for missing and cannot reschedule. In the event of circumstances beyond your control, such as moving, broken bones, extreme illnesses, etc., with appropriate documentation other arrangements can be made. Any student arriving late for a lesson will be taught only for the remaining minutes of their allotted lesson time, so as not to run into the time slot of the following student. If the lesson is the final one for the teacher on that day, the teacher will wait 10 minutes on the student before leaving. You will still be charged and no further make up given for that lesson.

Inclement Weather Policy: If Gwinnett County Schools are closed due to inclement weather, we will NOT have lessons on that day. The lesson will be added to the end of the semester. If the weather worsens during the day and lessons are going to be canceled, the teacher or the School of Music office will make every effort to get in touch with you. You will not be called if Gwinnett County Schools are closed.

Discontinuing Lessons: A 30-day written notice must be given in order to discontinue lessons without penalty. You are still responsible for paying lessons for that month. If there are any refunds owed to you, they will be sent after 30 days. Written notice may be dropped off at the School of Music office, or mailed to: Hebron School of Music, P.O. Box 279, Dacula, GA 30019-0005. E-mail is also an acceptable method of notification.

Recitals: We encourage each student to participate in his or her teacher's recitals. This gives the student a feeling of accomplishment and the opportunity to perform in front of several students and teachers. The recommended dress for recitals is conservative Sunday morning attire. See your teacher for additional information.

Payment: Payments are made by the semester or by the month. If paying monthly, tuition is due on the first lesson of each month. All 30-minute weekly private lessons are \$80 per month. Violin is the only exception to this. All 30-minute weekly private lessons for violin are \$120 per month. Kindermusik has its own fee and payment schedule. Please contact the Kindermusik teacher for more information. *If the monthly tuition is not paid before the day of the second (2nd) lesson of the month, lessons are discontinued until payments are made current.* Teachers will be notified that payment has not been made and will not be present to teach. Payments can be left in the SOM drop box outside the music offices.

Campus Information: Please remain on campus during student's lesson. Please keep noise down to a minimum. **Children will not be unsupervised at any point and are not to roam the buildings.**