



School Policies and agreement

Attendance

- Mattock School of Music policies have been developed to encourage and promote the joyful study of music in our students. Therefore, regular attendance by students is expected. Students who arrive late cannot be guaranteed a full class/lesson.
- Lesson times are scheduled at the mutual agreement of teacher, school, and student, subject to the availability of open lesson times.
- There are no make-ups for lessons missed by the student.
- Virtual lessons are available in place of in-person. All virtual lessons will be held during scheduled lesson times unless otherwise approved by director of MSOM.
- All private lessons and group classes will be credited the following month for teacher absences or MSOM weather closures.
- Withdrawals from lessons must be given two weeks prior to new month via email notice to mattocksom@gmail.com.
- Parents are welcome to join their children during the lesson, but it is encouraged that they stay in the waiting room to allow student/teacher privacy which encourages a better learning environment.
- Parents should be present for the beginning and end of child's lesson time. Teachers are only available for scheduled lesson time.
- Students must be willing to occasionally purchase materials necessary for lessons. This includes lesson books, sheet paper and recordings of music. All materials are at the discretion of the teacher.
- If students are not showing significant effort in their lessons or in their outside preparation, the teacher has the right to discontinue further lessons.
- Students are required to have a suitable practice instrument at home.

Tuition and Fees

- Rates are \$74 per hour, \$55.50 for 45 minutes, \$37 for half hour lessons. Classes have their own rates that are listed on registration forms.
- Invoices will be sent on the first of the month and will be for the total of the dates of the upcoming month.
- Some months will occasionally have more or less than four lessons depending on holidays or extra days. Invoices will reflect that difference.
- Students will pay for an entire month's lessons in advance. Classes are paid in full in advance of start date. Payment is due within ten days of receiving invoice. Late payments are subject to a \$10 penalty.
- We encourage ACH payments but will accept checks and credit cards (4% service vcharge). No cash.
- Refunds for teacher cancellations will be credited the following month.

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- Due to the short window in which instructors must teach, all scheduling and billing must occur outside of lesson times via email.
- There is a charge of \$25 for all returned checks.
- Partial refunds may be considered for extenuating circumstances.
- Mattock School of Music reserves the right to cancel a class due to insufficient enrollment. If a class is cancelled, full tuition and any applicable registration fees will be refunded to the student.
- Mattock School of Music reserves the right to stop a student's instructional activities if there is an unpaid account balance.
- Mattock School of Music will be closed on the following holidays: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day.

Nondiscrimination Policy

Mattock School of Music does not discriminate on the basis of age, race, color, nationality, ethnic origins, religious beliefs, gender, or sexual orientation in its employment practices or in the administration of its educational policies.

Waiver

Mattock School of Music is committed to conducting its recreation programs and activities in the safest manner possible. Participants and parents/guardians registering their child/ward must recognize that there is an inherent risk of injury when choosing to participate in recreation activities. Mattock School of Music continually strives to reduce such risks and insists that all participants follow safety rules and instructions.

Mattock School of Music does not carry medical insurance for injuries sustained by participants. The cost of such insurance would make program fees prohibitive. Therefore, each person registering themselves or a family member for the Mattock School of Music should review their own health insurance policy for coverage. The absence of health insurance coverage does not make Mattock School of Music responsible for payment of medical expenses.

Your cooperation is greatly appreciated. Please read this form carefully and be aware that in registering your minor child/ward for participation in the Mattock School of Music, you will be waiving and releasing all claims for injuries you or your child/ward might sustain arising out of these programs.

Release of Claims

As a participant in the Mattock School of Music, I agree to assume full risk of any injuries, including death, damages or loss regardless of severity, which my child/ward may sustain as a result of participating in any and all activities connected with or associated with the camp. I agree to waive and relinquish all claims I or my child/ward may have as a result of participating in programs against Mattock School of Music and its directors, officers, trustees, agents, and employees.

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I do hereby fully release and discharge Mattock School of Music, and their respective directors, officers, trustees, agents, and employees from any and all claims from injuries, including death, damage or loss which I or my child/ward may have or which may accrue to me on account of my participation.

I further agree to indemnify and hold harmless and defend Mattock School of Music and their directors, officers, trustees, agents, and employees from any and all claims from injuries, including death, damages and losses sustained by me or my child/ward or arising out of, connected with, or in any way associated with the activities of the program. I do hereby fully release and discharge Mattock School of and their respective directors, officers, trustees, agents, and employees from any and all claims resulting from loss or damage of personal property.

Permission to Secure Treatment

In the event of an emergency, I authorize Mattock School of Music officials to secure treatment (from licensed hospital, physician, and/or medical personnel) necessary for my child's/ward's care and I will be responsible for payment of any and all medical services required.

Photo Policy

All participants agree that any photography taken while participating in Mattock School of Music may be used for promotional purposes for the Mattock School of Music.

I have read and understand the aforementioned program details including attendance and tuition, waiver, and release of all claims and permission to secure treatment, and all information supplied is accurate to the best of my knowledge.