



POLICIES AND PROCEDURES

REGISTRATION

- **New Group Students:** For all Keys for Kids group courses, registration is accepted on a rolling basis and/or during open enrollment (June-Sept/ Nov-Jan). New classes start each year in September, January, May, and July.
- **New Private Students:** Registration before the beginning of a school year or on a rolling basis is based on teacher and space availability.

Continuing Students: Students must re-enroll at the end of the spring semester for the following academic year during the June open enrollment period to reserve their space for the following year. Keys for Kids is a yearlong program. *Registration from the fall to winter to spring is automatic.* However, students may drop from the 2nd semester of the program if the school is notified in writing no later than November 20, 2009.

TUITION AND PAYMENTS

- All registrations should be mailed to: KEYS for KIDS, 55 Winthrop Rd., Lexington, MA 02421
- Enrollment requires a non-refundable \$30.00 annual registration fee, tuition, materials fee, and a signed registration form. Payment is due at the time of registration.

DISCOUNTS

- **Family Discount:** A \$30 registration fee discount is given for families with 2 enrolled students. Every additional enrolled family member receives a \$30 registration fee discount.
- **Multiple Class Enrollment Discount:** Students enrolled in 2 or more classes/instruments for the same full semester will qualify for a \$30 off total payment discount.
- **Referral Discount:** As our way of saying THANK YOU, we offer \$30 discount for each new enrolled student you had referred.

WITHDRAWAL/ REFUND POLICY

The refund policy assumes full semester enrollment. *Formal written notification* must be given to the office. Refunds, if applicable, are determined by the date on which the written notice is received in the office, not by the postmark. *Three working days notice* prior to a lesson is required for all refund requests. Registration fees are non-refundable.

Teacher notification or non-attendance is not considered formal notice of withdrawal.

Private Instruction:

- Private instruction students are registered for the full academic year, September- June.
- Withdrawal 21 days prior to the start of the school year: full tuition refund
- Withdrawal prior to the 4th scheduled lesson: 50% tuition refund
- Withdrawal after the 4th scheduled lessons: no refund

Group Classes and Summer Programs:

- Group/Ensemble students are registered for the full academic year, September- June.
- Group tuition is non-refundable.
- Full refunds will be given in the case of insufficient enrollment that results in the cancellation of a class.
- Students who elect not to continue from the fall to spring semester may withdraw and must notify the office in writing. However, withdrawal from the spring semester must be done no later than November 20, 2009 to receive a full refund.

MAKE UP POLICY

Missed Group Lessons:

- Teachers will make homework assignments available via e-mail to parents and students for missed group lessons. All missed group lessons because of teacher absences will be made up.

Missed Private Lessons:

- Private lessons canceled by the student can be made up at the teacher's discretion provided that a minimum of 24 hours notice is received by the instructor and the cancellation is due to illness or other important reason.

- Students are permitted one make-up lesson per one full semester. Make-up lessons are not carried over into subsequent semesters.
- Private lessons canceled by the instructor will be made up during the semester.

SCHOOL CANCELLATION/CLOSING POLICY

Please check our website to verify the status of classes during times of inclement weather or other emergencies. Please note that Keys for Kids does not follow the weather cancellation decisions of your local public school. Snow closure make-ups are limited to one day per year and will be scheduled, if applies, during April school vacation week.

RECITALS/EVALUATIONS FOR PRIVATE STUDENTS

- Semi-annual RECITAL/EVALUATION events *take the place of private lessons* during the holiday weeks (see the calendar). Students perform in a recital setting and are offered friendly written comments and suggestions for their performance from a panel of instructors.
- PIANO EVALUATION is offered annually for different proficiency levels. It is graded by a jury for technical mastery in scales, sight reading, theory and transposition, and repertoire performance. Evaluation jury is not required, but recommended.
- An annual SHOWCASE Spring Concert provides an opportunity to showcase the most advanced students.
- Various opportunities to perform and compete in local and national events are available for all interested students.

PRIVATE STUDENT MUSIC ACCOUNT

- We handle the ordering and purchase of music and other materials for private students to avoid delays and confusions in purchasing materials needed for lessons.
- Private students are required to make an initial \$50 music book deposit. A record will be kept of all music expenses and other miscellaneous fees. When the balance falls below \$10, you will be asked to bring your account up to a credit balance of \$50.
- If a student should terminate lessons, any unused deposits on this account will be refunded.