



# MATTOCK

*school of music*

## **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 and student, subject to the availability of open lesson times.
- There is a 48 hour cancellation policy. Any lessons that are cancelled by the student before then will be either refunded or credited towards the following month. Cancellations within the 48 hour period will not be refunded. Rescheduling will be at the discretion and availability of the teacher.
- Students are limited to two cancellations outside of 48 hour notice per year. Any cancellations beyond that are non-fundable.
- Any cancellations by the teacher will be refunded or credited towards the following month. Rescheduling is possible based on student and teacher availability.
- There are no make-ups for group classes missed by the student.
- All private lessons and group classes will be made up or refunded for teacher absences or school weather closures.
- Weather closure make-ups are limited to one day per school year.
- Make-up lessons missed by a student for any reason will not be rescheduled or refunded.
- Students who withdraw forfeit any make-up lessons they are owed.
- 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 must be present, in the waiting area or the lesson room, for the entire lesson.
- 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**

- Students will pay for entire month's lessons in advance. Payment is due at first lesson of the month. Late payments are subject to a \$10 penalty.

269 KENNETT PIKE CHADDS FORD, PENNSYLVANIA

484.734.0329 • [mattocksom@gmail.com](mailto:mattocksom@gmail.com)

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- All transactions (scheduling, billing, etc.) must occur within the lesson time. It is in the best interest of the student to have their checks written in advance of the lesson so that time is not wasted
- There is a charge of \$25 for all returned checks.
- There are no refunds for group classes or lessons once the student is officially registered.
- Partial refunds may be considered for extenuating circumstances such as prolonged illness or injury.
- 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.

## **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

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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.

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, waiver, and release of all claims and permission to secure treatment, and all information supplied is accurate to the best of my knowledge.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student/Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Relationship to student (Parent, Guardian, Etc.) \_\_\_\_\_

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