



## Music Enrichment Policies & Procedures

### GENERAL INFORMATION

- Information and registration is on-line at the Extended Day Program page on the CCS website.
- All students who enrolled at CCS (Grades K-8) are eligible for Music Lessons.
- Music Lessons are offered throughout the school year.
- Music Lessons are private and 30 minutes in length.
- Music Lessons are offered Monday-Thursday during recess (if applicable) and after school hours.
- Music Lessons are scheduled through the Enrichment Coordinator and not the specific music instructor.
- Music students are part of Young Cougars Club (Kindergarten) or After School (Grades 1-12) between school dismissal time and lesson time unless separate arrangements are made with the Enrichment Coordinator.
- It is the responsibility of the parents to notify CCS teachers that children are enrolled in Music Lessons.

### REGISTRATION, LESSON FEES & PAYMENTS

- Registration for Music Lessons is available online. There is a \$10 registration fee.
- Music Lessons are \$35 per 30 minute lesson. The number of lessons varies per month, depending on the school calendar.
- There is a \$10 late fee due at the time of pick up.
- There is a \$10 sibling fee for students in After School during music lessons.
- Families are billed for music lessons at the end of each month through their FACTS account.
- If families do not utilize monthly payments via FACTS drafts for their tuition, they may set up a monthly payment plan for their Extended Day payments by accessing ParentsWeb, selecting the FACTS menu item, and choosing "Set up a payment plan" at the lower right of the FACTS screen; FACTS charges a fee for setting up a monthly payment plan which is paid directly to them.
- After registration, parents will receive an email from the Enrichment Coordinator to schedule lesson times. Music Lesson information will be sent to parents prior to the first music lesson.

### REFUNDS & ABSENCES

- There will be no refunds issued if the students cancel or do not attend a scheduled music lesson.
- There will be make-up lessons offered on Fridays if the music instructor or the school must cancel a lesson.

### FAMILY RESPONSIBILITY

- Families are responsible for purchasing the books assigned by the music instructor. Instructors will communicate to parents what specific materials are needed for music lessons.
- Music students will be given a lesson binder to use throughout the year for lesson assignments, homework, and communication purposes.
- Music students are expected to bring lesson binders, music books, and instruments on their lesson days. Lessons will take place even if students do not have appropriate materials.
- Music students are expected to practice their instruments at home on their own time in order to be prepared for their weekly lessons.
- Families should contact the Enrichment Coordinator if their student will miss their lesson for any reason.

### KINDERGARTEN MUSIC LESSONS PROCEDURES

- Kindergarten students will be picked up in carline by the YCC staff.



## **EXTENDED DAY PROGRAM**

GROW AND GO

- Students are part of the YCC daily activities until their scheduled music lessons.
- Families are expected to meet children at the Main Church Entrance after their music lessons.
- Students who are part of YCC will return to their daily routine after their music lessons.

### **AFTER SCHOOL MUSIC LESSONS PROCEDURES**

- Students will be picked up in their normal carline or designated meeting place.
- Middle School students walk to the snack area after dismissal.
- Snacks are given to students in After School before music lessons. Children with allergies or special dietary needs should bring their own snack with them on the day of their music lessons.
- Students are supervised by the After School Staff before their music lessons.
- Families should pick up students at the Main Church Entrance after their music lessons.
- Students who are in After School will return to their daily activities.
- Students are allowed to stay in After School while siblings are in music lessons. Cost for this service is \$10 per day. Students and their siblings will meet their families at the Main Church Entrance after the music lessons.

## **Questions & Contact Information**

If there are any questions about any part of the Extended Day Program, please do not hesitate to contact the Program Administrative Staff.