



OFFICE HOURS

Marianne Ryan, Founding Director
Office Hours: Mon – Fri 8:30am – 4pm
together4music@yahoo.com
781-366-0311

Student Handbook & Policies 2017/18

2017-2018 SCHOOL CALENDAR

Group Classes/Ensembles, start dates may vary but will typically run 10 weeks/term:

Fall: September 5 – November 21

Holiday: November 27 – December 22

Winter: January 2 - March 16

Spring: March 20 – June 30

Summer: July—August, flexible schedule available

Private Lessons: Offered Year-Round

DMA VACATION DAYS

DMA will be closed on the following holidays:

Labor Day:	Monday, September 4, 2017
Thanksgiving Holiday:	Wednesday, November 22, 2017 - Sunday, November 26, 2017
Winter Break:	Saturday, December 23, 2017 - Monday, January 1, 2018
Martin Luther King Day:	Monday, January 15, 2018
February School Vacation:	Monday, February 19 – Sunday, February 23, 2018
April School Vacation:	Monday, April 16 – Sunday, April 23, 2018
Memorial Weekend:	Friday, May 26 - Monday, May 28, 2018
Independence Day:	Wednesday, July 4, 2018

WEATHER CANCELATIONS

- On weekdays during the school year, DMA follows the Dedham Public School closings and delays regarding inclement weather. **If the weather has cleared by mid-afternoon these classes will be held and you will be notified on the day of the lesson.**
- Closings will be posted on our website or you can call the DMA office at (781) 366-0311 after 8:00 am.
- Instructors may make an individual decision to cancel classes due to bad weather, in which case you will receive an email from the DMA office or from the instructor directly.
- **DMA offers ONE snow day make up DURING WINTER SEASON.**

WAYS TO SAVE

Early Registration Discount:	Save 10% when you register 30 days prior to start date of any group class.
Refer a Friend:	You and a new student to DMA can both save \$20 each!
Birthday Discount:	Save 10% off on group class. Make sure you are on our mailing list.
ENews Discount:	Special coupons sent with our Enewsletter. Make sure you are on our e-mailing list.
Family Discounts:	Currently enrolled in Private Lessons, you receive a 10% discount on group classes. 5% discount for 2 nd & 3 rd Family Member enrolled in Private Lessons.
Multiple Instrument:	5% discount for second and third instrument.
Senior Discount:	5% Discount for students ages 65+ *discounts cannot be combined except for "Refer a Friend"

GROUP CLASSES

- Office must be notified **before** second week of instruction for partial refund of tuition.
- \$20 registration fee and any material fees are non-refundable.
- DMA reserves the right to cancel courses if enrollment is below an acceptable minimum. In this case, ALL fees will be refunded.
- **Music Together students are allowed three make-up classes per term and can be arranged by using the online make-up scheduler.**

PRIVATE LESSON PROGRAM

Our lessons are offered year-Round – weekly or twice a week. Registration fee for new families is \$20. Semi private lessons are also available for siblings/friends to learn together. (groups of 2) An affordable way for families to introduce an instrument to younger family members.

Juries

We are thrilled to announce that beginning this Fall, we will be adding both competitive and non-competitive juries to the Discover Music & Art private lessons program! Juries will offer students opportunities to enhance their musical and technical skills while boosting confidence as they learn how to set and achieve their goals.

**New students at DMA who have just begun their instrumental studies will be invited to participate in juries after one year of lessons. New students at DMA who have a year or more of previous study are invited to participate whenever they feel comfortable doing so.*

What are competitive juries?

Competitive juries are level-based performance examinations that will test both technical and musical skills. Each level will have a specific set of requirements that will be judged by two or more DMA faculty members. Each jury will last 10-15 minutes. Upon completion, the student will receive written feedback from the jury panel as well as an official Certificate of Completion and will be invited to attend the next level the following Winter or Fall semester OR a Certificate of Participation if the jury panel believes the student needs more time before attending the next level.

For competitive juries, how do you determine which level to start with and what are the different levels?

Your instructor will help determine which level will be appropriate for you based on the requirements for each level. The list of available levels will be outlined by September 5, 2017 and all instructors and students will be notified as soon as they become available.

What are non-competitive juries?

Non-competitive juries are comment-based performances of 3-10 minutes of music chosen by the student and his/her instructor. Constructive feedback will be provided in written-form by two or more DMA faculty members. Upon completion, the student will receive a Certificate of Participation.

Who is required to participate in juries?

No one! But we highly encourage everyone to participate because juries not only provide an extra performance opportunity each semester and the chance to interact with other DMA faculty – they also help structure student goals. By default, we will add all students registered for private lessons as jury participants. However, if anyone feels strongly about not participating, do not fear! Just send a quick email to Marianne at together4music@yahoo.com or Hannah at hannahechoi@gmail.com to officially opt out of juries for the current semester. The student will then be automatically added back to the pool for juries the following September or February.

When will juries take place?

The Fall 2017-18 juries will take place on Saturday, January 13 and Saturday, January 20. The Winter 2018 jury dates will be posted as soon as they become available in February. Students will be able to register for time slots beginning the 1st week of December.

2017-18 Private Lesson Tuition Rates

*Certain teachers are designated **Master Teachers** and therefore have higher private lesson tuition rates. Master Teachers are teachers who have achieved a masters degree and/or doctorate in performance or music education, have demonstrated teaching excellence with several years of experience, and maintain a professional career in performance. If you have questions about Master Teachers or Master Teacher rates, please contact Marianne Ryan at together4music@yahoo.com. *Master Teachers are listed on our website under "Instructors".*

Private Lesson Tuition Rates for Master Teachers:

½ hour: \$40

¾ hour: \$60

1 hour: \$80

Private Lesson Tuition Rates for non-Master Teachers:

½ hour: \$38

¾ hour: \$57

1 hour: \$76

PAYMENT FOR PRIVATE INSTRUCTION

- The lesson fee will be billed in 5 equal monthly installments (September – January and February – June).
- Payments can be made via cash, check, credit/debit card or Google Wallet.
- **Monthly payments are paid in advance** for the upcoming calendar month and **due on the 28th**. Amount due will be calculated based on number of lessons in each 5 month month billing cycle. Tuition will be pro-rated to reflect our studio calendar and for new students starting mid-month. **A Fee of \$30 is charged for late payments if received after the 5th of the month.**

PREPAY DISCOUNT FOR PRIVATE INSTRUCTION

Prepay tuition for 5 months and receive 5% discount. Only applies to students beginning in September or February. Payment MUST be made by August 28th for lessons beginning in September or January 28th with lessons beginning in February.

CHECK PAYMENTS FOR PRIVATE INSTRUCTION

- Checks made payable to DMA Dedham, LLC.
- **A \$75 deposit is due at time of registration.** This deposit will be refunded if four weeks notice is given to DMA office of withdrawal from the program. Checks can be mailed to 597 High Street Dedham, MA 02026, left in our drop box outside the studio or with your instructor.

AUTO PAY FOR PRIVATE INSTRUCTION

- Monthly automatic credit card (VISA, MC & Discover) payment plans. A one time fee of \$10 is assessed in order to help offset credit card fees for this service. (\$75 deposit fee is waived).
- **Monthly payments are paid in advance for the upcoming calendar month and due on the 28th.** Amount due will be calculated based on number of lessons in each 5 month month billing cycle. Tuition will be pro-rated to reflect our studio calendar and for new students starting mid-month. **A Fee of \$30 is charged for late payments if received after the 5th of the month.**

FAMILY/MULTIPLE INSTRUMENTS DISCOUNT

Additional family members/multiple instruments receive **5% discount** off above tuition rates on 2nd and 3rd student/instrument.

WITHDRAWALS/LEAVE OF ABSENCE

We require four weeks notice prior to withdrawal or leave of absence (your deposit will not be refunded without four weeks notice). If you are on auto pay your card will be charged \$75. Request must be in writing or by email.

Make-Up Classes

- **One make-up lesson** will be scheduled for between September – January and one for between February – June as instructors' schedules permit.
- **No refunds or credit will be made for any additional missed lessons.**
- All teacher absences will be made up or credited.

Lesson Rescheduling

- In order to value our instructors time and talents **we cannot guarantee availability for rescheduled lessons.** However we will look into options if instructors' schedules allow and the following procedure is followed:
- Student must notify DMA office 24 hours in advance. (Monday students must contact us by Saturday at 2pm) 781-366-0311

OBSERVATION OF LESSONS

Parental involvement is paramount to a student's success. Parents are strongly encouraged to observe a few lessons and to follow up with private instructor following each lesson.

STUDENT CONDUCT/RESPONSIBILITIES

The study of music and the arts is a joyous and rewarding experience. It offers a unique opportunity to develop one's self-expression, artistry and discipline. In order to make good progress, students should do the following:

- Attend lessons regularly and on time. Instructor will wait 10 minutes for a student, and students are asked to do the same for instructor.
- Practice every day in a quiet place--quality of practice is as important as quantity. Children and Teens may need parental support and guidance to build healthy practice habits.
- Keep instrument and books in good working order, and bring to every lesson.
- Talk to teachers about goals and how to achieve them.

Students are expected to treat each other, the staff, the faculty, and the building with courtesy and respect. Any discourteous or disrespectful behavior will result in immediate dismissal from the class.

RECITALS/PERFORMANCE OPPORTUNITIES

- We hold two Student Performances in January and June. **There is \$15 recital fee (plus accompanist fees if needed for vocalists).**
- Multiple performance opportunities in the community such as coffeehouses, special events and assisted living homes (no fee).

SUMMER PRIVATE LESSON

Our SUMMER lessons are offered during July and August. Two scheduled "vacation days" are offered with no charge. Must be scheduled with DMA office at least 24 hours in advance. **NO MAKE UPS** are offered during the 8 week summer session. Registration fee for new families is \$20. Semi private lessons are also available for siblings/friends to learn together. (groups of 2) An affordable way for families to introduce an instrument to younger family members.

RETURNED CHECK/NSF POLICY

DMA charges a \$30 fee for any returned checks or NSF transaction.

SECURITY & CAREGIVERS POLICY

DMA does not assume responsibility for unattended students. In the event of a late pick up, a **10 minute** grace period will be allowed, after which a **\$25 fine** will be charged.

INSTRUCTOR CHANGES

DMA reserves the right to make course and/or instructor changes at any time.

STUDIO USE POLICY

Help us keep DMA tidy! No food or drink is permitted in studios, with the exception of bottled water and baby bottles. Please help us by disposing of any food or drink in the trash can **right outside our studio**. **Please do not place any items other than sheet music on DMA pianos or equipment.** Please be mindful that there may be several other lessons, rehearsals or performances going on at DMA during your lesson. We ask that you give them the courtesy of being quiet while in the building.

PARKING

Free parking is available in the Keystone lot, at the corner of Eastern Avenue and High Street. Metered parking throughout the Square. Free parking in Lower lot on corner of High Street and East Street.

USE OF PHOTOGRAPHS AND VIDEOS

DMA may take photographs of classes, lessons, recitals and events for promotional use in on-line and print materials. It is our policy not to include the names of children in any captions. **If you would like us to NOT use any images of yourself or a family member, please let us know in writing or by email.**

NON-DISCRIMINATION POLICY

Discover Music And Art admits students and families of any race, color, national and ethnic origin, religion, marital status, political belief, sexual orientation, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, religion, marital status, political belief, sexual orientation, and disability in administration of its educational policies, admissions policies and other school-administered programs.