

THE WAREHOUSE SCHOOL OF MUSIC POLICIES

SCHOOL POLICIES

The goal of The Warehouse School of Music is to provide quality music services in a personal and professional manner. These services include comprehensive guitar, bass, keyboard/piano, drums, violin, ukulele, and vocal instruction in many styles of music. The following policies have been developed to make the learning experience more effective and enjoyable for students enrolled at The Warehouse School of Music.

Performance Opportunities

We will have performance opportunities for our students periodically throughout the year. The instructors will work with the students to assess and prepare for these performances. Whether or not a student is ready for a live performance is at the sole discretion of their instructor. **These performances are at no additional cost to the students.**

Payment

The total monthly fee will be collected at the **first lesson of the month.** * Lessons must be paid for at the time service is provided. The Warehouse charges on a per lesson basis for the month.

**The monthly charge will vary given the number of lesson days in a particular month. Generally, there are four Tuesdays in a month, but some months in the year may contain five. In those months, you will be billed for five lessons, and payment will be due at the first lesson of the month.*

First-time and returning students (after a 90-day absence period) must register through { HYPERLINK "<http://www.rpc.me/warehouse>" }. **There is a \$75 registration fee due at the time of registration.**

Additionally, there is an ongoing *Registration Fee Special*. If you pay for the first three months of lessons at the time of your first lesson, we will apply the registration fee to your total. This equals to two and half free lessons, which includes the current month and the next two months.

Please make checks payable to "The Warehouse RPC." All funds will go directly into the operations and expenses of running the school.

Acceptable forms of payment are cash, check, Visa, MasterCard, Discover and American Express. If you are a parent or a guardian and do not wish to accompany your student to the lesson, please ensure that they have payment with them or feel free to come in when it is convenient for you.

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Late Fees

The Warehouse School of Music adheres to a prepayment policy. All student invoices must be paid in advance for the current month at the first lesson of the month. In order to ensure that payments are current for all students and invoices paid in a timely manner.

Attendance

Lessons are taught on a weekly basis. If a cancellation is necessary, notify your instructor **at least 24 hours in advance of the scheduled lesson time**. If notice of your cancellation is received less than 24 hours before your scheduled lesson time, you will not be entitled to a makeup lesson. The lesson and lesson cost will be forfeited.

Please make cancellations by phone at **281-277-6767 ext. 104**, or by **email or text with your teacher**. When possible, your instructor will work with you to schedule a makeup lesson. All other makeup lessons will be considered on a case-by-case basis.

Makeup lessons need to be taken within four weeks of the missed lesson. Students will be allowed two makeup lessons at any given time (instructor cancellations notwithstanding). Upon the third instance, where the student still has to make up two lessons, that lesson will be forfeited. When a makeup lesson has been completed, we will strike that makeup lesson from the books, and you will be allowed to accrue another makeup lesson.

Scheduling makeup lessons may also affect other students and instructors. If a student does not contact us with their absence beforehand and does not show up for a lesson, **that lesson will be forfeited**. In addition, if a makeup lesson is scheduled and then missed without notice, **that makeup lesson will be forfeited**.

Your instructor will wait up to 15 minutes after your scheduled lesson time for you to arrive. After that, the lesson will be canceled as it is very difficult to deliver an effective lesson in the remaining time.

Rarely your instructor may need to cancel lessons for reasons beyond their control. Instructors will attempt to find a replacement instructor, so you may stay on your current schedule. If a replacement instructor cannot be found, you are entitled to a makeup lesson.

See Makeup lessons policy above for more information.

Communication

Instructors communicate through phone and email. Instructors will also communicate with parents to discuss any questions or concerns you may have regarding you or your child's progress.

Visitors are required to wait outside the classroom during lessons in the waiting area.

Returning Students

A student who has been absent for a 90-day period, will need to re-register via the website, rpc.me/warehouse, and will be required to pay the registration fee. The *Registration Fee Special* can still be considered for returning students.

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Specials

The Warehouse School of Music has implemented varying specials to help offset the overall cost lessons. The ongoing specials are as follows:

Registration Fee Special

The *Registration Fee Special* is applicable to all new and returning students (after a 90-day absence period). If you pay for the first three months of lessons at the first lesson, then the registration fee is applied to your total, giving you the equivalent to 2.5 lessons.

Season of Rock Special

The *Season of Rock Special* is applicable to all current students. If you pay for three months of lessons at the first lesson of the month of any given month, then you are entitled to a 10% discount for that three-month period.

Family Band Special

The *Family Band Special* is applicable to all current students who are related by immediate family. When the first member of the family has paid full price for their lessons, each subsequent family member is entitled to a 5% discount on all their lessons.

Immediate family is defined ONLY as being by the familial bonds (as viewed by law) of father, mother, son, daughter, brother, sister.

Calendar

The Warehouse is closed for the following holidays in line with the Fort Bend Independent School District (FBISD) calendar. There WILL be classes on other school holidays not noted above, unless announced otherwise. In times of inclement weather, our schedule will follow the closures of FBISD. If we experience extreme weather when school is not in session, we will contact you via email to alert you of the school's closing. Please refer to the current FBISD calendar, which can be found at fortbendisd.com.

- Spring Break
- Easter
- Memorial Day
- July 4th
- Labor Day
- Fort Bend County Fair Day
- Halloween
- Thanksgiving
- Winter Break

If a sudden or unexpected closing happens, the student and parent will be notified at least one day prior to the lesson when possible.