

To: Private Instruction Families From: Sarah Smongeski, Director 9/21/ 2011

Re: **New Format & Scheduling Requirements for Performance Classes and Recitals**

Families New to the Private Instruction Program:

If you are new to the School, you may wish to go on-line to the "Register" page (www.pakmusic.org/forms.php) and look for the *Performance Class Sign-Up Info.* document to understand how this program works.

All Families Enrolled in Private Lessons:

While teachers will oversee, throughout the year, whether a student is ready (and willing) to participate in a performance class, all parents will need to be aware of the following changes surrounding performance class sign-up and participation; and recital participation.

1. Cancellation Fees: If you sign up for a performance class (PC) and/or accompanist rehearsal and withdraw after the 'sign-up by' deadline as posted on the PC sign up sheet on the lobby bulletin board (in other words, after the class schedule is finalized and re-posted with confirmation of start/end times and line-up; generally one week prior to the class date), OR if you do not attend a rehearsal and/or performance class at your scheduled time (as posted on the final schedule), you will be invoiced a \$15 cancellation fee for each cancellation (\$15/performance class; \$15 for any accompanist rehearsal). Last minute cancellation due to sickness of student or person transporting, with a doctor's note and at least one hour's advance notice to the office, will be excused. Cancellation in advance of when the final schedule is posted (which happens on the Monday morning one week prior to the week during which the class is scheduled) may be handled by simply crossing your name off the sign up list and no fee will be incurred. If you have time constraints, you are welcome to note that on the sign-up form alongside your name, but please be aware of item 2 below. We ask that you avoid calling the office to make schedule changes but do that when you are here for your lesson.

Why the New Cancellation Fee: Performance classes and one accompanist rehearsal prior to a scheduled performance, and recitals are all offered at no additional fee beyond your tuition payment. Nonetheless, the school incurs a cost to manage these programs. In addition, we often have students wait-listed who are unable to participate because the schedules have filled. The cancellation fee is designed to remind families that if you sign up to participate, you should check your calendar in advance and plan on a firm commitment.

2. Attendance at classes: Please remember if you sign up for a performance class, the participating student is expected to remain for the duration of the class, rarely longer than 60 minutes. Not only is this part of the educational benefit to hear one's peers, it is also disrespectful to students performing toward the end of the class if half of the audience has departed.

3. Recital Receptions: Please also note that **Receptions following student recitals are no longer a given.** Receptions will only be hosted if we have at least two parent volunteers sign up in advance to help with clean up and, on Saturdays, Great Hall re- set (for Church services) at end of day. We are not sufficiently staffed to perform these functions without parent support. We ask that all families consider signing up once every two years. We have enough families participating in recitals that this should not impose a burden on any one family. We will send out an e-mail to participating families a few days in advance of scheduled events if we are unable to secure the support needed to host student recital receptions.

Thank you for your understanding as we work to manage our programs efficiently, constrain staffing costs (which equals keeping tuition costs down), and respond equitably to all families seeking the opportunity to participate.