



Summer Private Lesson Scheduling Information
For Currently Enrolled Students (Spring 2016) and Prospective New Students

April / May 2016

Dear Private Instruction Parents or prospective new students:

- Summer schedules are arranged individually according to student interest and teacher availability as indicated below.
- Please stay tuned for Fall pre-registration information provided to school year students in May (new summer students in July). The Fall Pre-Registration Form will explain how to submit a deposit during June to hold or secure a lesson space for September.

Teacher: _____

Name of Student: _____

Summer Lesson Schedule: NOTE: Summer lesson times are assigned by the office and are NOT necessarily the same as the school year schedule. Your teacher has noted below which dates he/she is available to teach this summer.

Summer times are usually within a similar time frame as school year times, but assigned time may be a little different. Assigned time may fluctuate from week to week due to the flexibility we provide to not sign up and pay for those weeks you are on vacation.

If any dates offered below end up overlapping student make-up dates (in early June), we will credit or refund for make-ups due for school year.

1. **Circle** those **dates** you wish to have a lesson. Dates below are the dates your teacher is available to teach this summer:

The approximate time frame that your teacher will be available: _____

2. **Note** any **scheduling constraints** for the entire schedule or note specific dates with constraints*: (e.g., cannot arrive before or must leave by x time) Please be as flexible as possible.

3. **Confirm length** of lessons - circle one **30 mins.** _____ **45 mins.** _____ **60 mins.** _____

4. **Calculate Payment** due: # of lessons circled: _____ x _____ \$33 or _____ \$46.50 or _____ \$63

Total Summer PI Tuition: \$ _____

5. **Return this form** to the office during late April/May (earlier helps us have time to put schedules together) with the appropriate payment (We will not accept forms without payment). PLEASE try to sign up early; we hate to turn away students but it is really hard to put schedules together if everyone waits until the week before summer lessons kick-in.

6. Because it is a challenge to create flexible summer schedules, we ask for your assistance as follows: Please **check back with your teacher after June 1st** for scheduling confirmation or call the office one week prior to your first lesson date. Feel free to copy this form so you have a copy of the dates you are requesting. NEW students will receive scheduling confirmation from the office directly.

7a. New Students: Visiting and Use of the Premises and Facilities (Auburn & W. Boylston): I, _____ (parent name) agree that I – or my designated caregiver - am responsible to wait with my child/ren until my child’s or children’s assigned teacher is ready for him/her to enter his/her scheduled class or music lesson. I also understand that I or my designated caregiver must be available promptly at the conclusion of the lesson or class to pick up my child and that it is I, as parent, or the designated caregiver, not school or facility staff or teachers, who is responsible for my child or children’s safety and actions at all times prior to and immediately following a scheduled lesson or class.

7b. All Students: Because we provide considerable flexibility with regard to choice of summer dates, *Pakachoag is unable to provide make-up lessons (refunds or credits) for any summer lessons missed by a student. Once this form is submitted, we cannot accommodate changes in lesson dates.*

My signature indicates I agree to items A and B above.

Signature _____

Date: _____

Please check in with your teacher or call the office one week in advance of your first summer lesson so that we may confirm the final schedule of summer lesson dates and times. We will hold checks until a final schedule is confirmed in the event that the final payment due is less than originally anticipated.

Please note: Pakachoag is unable to provide make-up lessons (or refunds) for any summer lessons missed by a student.

Summer Registrations will not be accepted if any balance for the spring semester is outstanding.

We may be able to accept add-on registrations at a later date for lessons later in the summer if you are unable to confirm your entire schedule at this time.

Please complete this form in full – incomplete forms may result in a delay in processing your registration and securing a time slot.

** We have generally found we are able to schedule students around their needs, but will provide a refund if we cannot do so.*

You may wish to make a copy of this form for your own records. Return form during April or early May to the office with your payment. Time assignment is on a first-come/first-served basis. We accept summer registrations during June but on a space available basis.

Make check out to: Pak Music 203 Pakachoag Street , Auburn, MA 01501 (508) 791-8159