



Missouri Valley Music Makers

Policies & Procedures

2020-2021

This is a three page document. Toggle between pages using the arrows at the bottom left of the page. If you are viewing this via a mobile device, you may need to tap the document to reveal these arrows.

Classroom Procedures

- Please arrive 5 minutes before the scheduled class time to provide ample time to settle in and prepare for the class. Students who arrive after the start of class often feel frazzled when entering the room during instruction.
- Please leave food, drinks, and toys in the car. These items often cause problems with distractions and jealousy rather than provide comfort when brought into the classroom.
- All classroom instruments and materials are regularly sanitized, but if your child is showing signs of illness such as fever, lethargy, uncontrolled coughing, vomiting, diarrhea, general irritability or other signs of contagious illness, please stay home until your child no longer shows signs of illness.
- Parents play an important and active role in the Music Makers classroom. Deluxe Piano Lessons caregivers must remain on or near the premises to be available for their child as needed. Due to current COVID-19 concerns, caregivers will be encouraged to use designated socially distanced seating or remain in their vehicle/outdoors.

At Home Procedures

- All Deluxe Lessons students are expected to complete at home assignments each week, including practice at the piano, worksheet completion, and online games and quizzes.
- All Deluxe Lessons students are expected to complete at home assignments for a minimum of 60 minutes each week. This is ideally split into six days of ten minute practice sessions.

Attendance & Payment Policies

- If you or your child is sick, out of town, or otherwise unable to attend a class or lesson, please contact us at contact@mvmusicmakers.com. Please DO NOT let your child attend if ANYONE in your family is experiencing flu-like symptoms.
- Refunds and makeup credits will not be granted for missed classes or lessons.
- All registration costs, fees, and tuition are non-refundable. If for some reason you are unable to attend a class or lesson you have registered for, please contact us at contact@mvmusicmakers.com to discuss other available options.
- Payment for all classes and lessons must be made prior to the class or lesson. A student may not attend a class or lesson that has not yet been paid for.
- All Deluxe lessons students are required to pay their monthly tuition and fees via autopay on My Music Staff. You may choose to do this using a debit or credit card, or a direct withdrawal from a bank account. Cash and check will not be accepted as a form of payment.

Attendance & Payment Policies cont. on page 2



Missouri Valley Music Makers

Policies & Procedures

2020-2021

Attendance & Payment Policies cont.

- Monthly tuition payments received after the first of the month will be assessed a \$30 late fee.
- If an auto payment fails and monthly tuition is not received by the fifth of the month, the family's spot(s) will be forfeited.
- In the event that a spot is forfeited, the family in question will still be responsible for paying that month's tuition due to improper withdrawal notice.
- Automatic enrollment for the Fall 2020 semester will remain in effect until December 17, 2020. Automatic re-enrollment for the Spring 2021 semester will be assumed unless you choose to opt out of automatic re-enrollment prior to December 17, 2020.
- A student may not withdraw from lessons or classes between the start and end date of a given semester without being subject to an improper withdrawal penalty. If a student *must* withdraw from lessons during a semester in which they have already enrolled, the family will be responsible for communicating the withdrawal at least 30 days in advance as well as paying an additional 30 days tuition fee (and any other outstanding charges on the account) as an improper withdrawal penalty. Re-enrollment in lessons or classes at Missouri Valley Music Makers will not be granted until all outstanding fees and penalties have been paid.
- A student who withdraws enrollment from lessons or classes during the course of the school year will be subject to a re-registration fee upon re-enrollment.
- In the event that the teacher needs to cancel a class for an emergency or illness, a makeup class or lesson will be scheduled. Makeup classes and lessons may or may not be scheduled during the same semester and usual class time. Students must be enrolled within the semester that the makeup class takes place in order to participate in the makeup class. In some cases, makeup classes may be provided in an online format.

Weather Related Policies

- In the event of severe weather, Missouri Valley Music Makers will follow the schedule set forth by Bismarck Public Schools.
- If school has been cancelled, all classes and lessons will also be cancelled.
- If a school day has been designated as a "late start day", classes or lessons that fall within or after the hours of the altered school day will be held as usual.
- If after school activities have been cancelled, evening classes and lessons will be cancelled.
- In the event that a class or lesson is cancelled due to severe weather, a makeup class or lesson will be scheduled. Makeup classes and lessons may or may not be scheduled during the same semester and usual class time. Students must be enrolled within the semester that the makeup class takes place in order to participate in the makeup class.

Policies & Procedures cont. on page 3



Missouri Valley Music Makers

Policies & Procedures

2020-2021

COVID-19 Related Policies

- MV Music Makers will follow the lead of Bismarck Public Schools regarding instruction and COVID-19. Please refer to the image below for an idea of the various forms of instruction that may be available.
- Instruction will be provided either in-person, online, or both throughout the semester. Depending on the most current COVID-19 concerns, the form in which instruction is available may change. Students will not be able to withdraw from lessons prior to the end of the semester due to a change in the form of instruction without being subject to an improper withdrawal fee (see Attendance & Payment Policies).

When it is determined we are in...		Students will primarily experience...
Blue	Green	Face-to-Face Mode of Instruction Face-to-Face instruction is defined as having students in buildings with educators following protocols and procedures to address safety of all.
Yellow		Hybrid Mode of Instruction The Hybrid mode will consist of a combination of Face-to-Face and Distance Learning formats. Operating in Hybrid mode will reduce the number of students in buildings but ensures some face-to-face instruction and interaction along with some distance learning. The Hybrid mode will be consistent among Elementary Schools, consistent among Middle Schools, and consistent among High Schools. However it may vary among the divisions.
Orange	Red	Online -Blended Mode of Instruction The Online - Blended mode will provide education online with consistency in the coursework at each grade level. This model will be primarily off-campus and use resources to meet the varying needs students. There may be some students on campus.
<i>The ability to "BLEND" these instructional modes for students is important as no one mode will meet the needs of all students.</i>		