

# SNJ Studio of Music Private Lesson Policies and Procedures 2024-2025

*By enrolling in private lessons at SNJ Studio of Music, students and parents/guardians automatically agree to abide by these policies and procedures. This document may be changed or amended at any time by SNJ Studio of Music and notification will be sent to the student/parent via the email address currently on file.*

We are fortunate to employ the best and brightest music educators and teaching artists in the Omaha area. Teaching is our profession, our business, and our art. These policies are designed to ensure that our students have the best experience possible, and to give our teachers the support to devote their energy to being the finest teachers they can be. **We believe our students deserve nothing less!**

## Who's Who at SNJ Studio

### Administrative Staff

|                                   |                    |
|-----------------------------------|--------------------|
| Executive Director                | Sharon North Jones |
| General Director, Elkhorn/Fremont | Luke Backhaus      |
| Administrative Director           | Emily Boganowski   |

## Communication

|              |  |
|--------------|--|
| Studio Phone | (402) 933-1326   |
| Studio Email | <a href="mailto:info@snjstudios.com">info@snjstudios.com</a> |
| Website      | <a href="http://www.snjStudios.com">www.snjStudios.com</a>   |

We send all important studio communication through email/Constant Contact. Please keep us apprised of your current email address by calling us at (402) 933-1326 or emailing us at [info@snjstudios.com](mailto:info@snjstudios.com). Look for our regular studio emails to stay informed of upcoming events and studio news!

If you are ill or running late for a lesson, please contact your teacher directly.

# Studio Calendar

## **2024/2025: August 29, 2024 – August 27, 2025**

- 47 weeks of instruction are offered, including 2 recitals per year
- Open enrollment, students may start anytime

## **SNJ Studio is closed on the following dates:**

- September 2, 2024 (Labor Day)
- November 26 - December 1, 2024 (Thanksgiving)
- December 23, 2024 - January 5, 2025 (Winter Break)
- April 8-12, 2025 (Spring Break)
- April 20, 2025 (Easter Sunday)
- May 26 (Memorial Day)
- June 30-July 6, 2025 (Summer Break)

# Tuition

## **Voice, Strings, Piano, Guitar/Electric Bass, Brass, Woodwinds, Acting**

SNJ Studio offers 47 weeks of instruction per year, billed in equal monthly installments.

60 Minute Lessons - \$304 Monthly (Millard, Elkhorn) / \$290 (Fremont)

30 Minute Lessons - \$152 monthly (Millard, Elkhorn) / \$145 (Fremont)

## Registration Fee

A one-time, non-refundable registration fee of \$35 per student is assessed at the time of enrollment. Registration fee is waived for former students who return to lessons within 6 months of cessation of lessons.

# Tuition Payment

All private lesson tuition installment payments are automatically processed via your choice of ACH electronic check, or credit/debit card on the first of each month. We do not accept paper checks for private lesson tuition.

Students may start anytime. The registration fee of \$35 and first tuition installment for the current month will be processed at the time of registration. Initial tuition will be prorated at 38.00 per lesson according to the start date. All future installments will be automatically processed on the first of the month, beginning with the first of the month following the start date. This may result in the first two tuition installments occurring closer together than the norm.

## Declined Transactions

In the event that your card is declined, or your ACH withdrawal denied, your account will be charged a \$20 late fee. Students will have a grace period until the 15<sup>th</sup> of each month to contact the studio with updated payment information and to bring their account current before the late fee is charged to their account. It is the student's responsibility to check their banking records and inform the studio of a failed payment. To minimize declined transactions, please let us know any time you receive a new card or an updated expiration date.

## Recitals

Twice per year (Fall/Winter and Spring/Summer) regular lessons are replaced with a series of mini recitals lasting approximately one hour. These recitals take the place of regular lessons for that week. This is a wonderful opportunity for our students to learn discipline from polishing a piece to performance level, develop confidence from presenting themselves in front of a live audience and gain perspective from listening to their peers' performances...plus, as parents, we get to cheer for our kids! Students who are shy about performing in front of a live audience will learn a tremendous amount from attending their studio's recital and observing their colleagues. Remember, recital is the lesson for the week whether a student elects to perform or not.

Students will receive notification directly from their teachers about recital dates/times. We encourage all of you to attend and celebrate our students' achievements!

## Remote Lessons

Students may take their lessons remotely, either exclusively or intermittently. Teachers will establish a remote lesson platform/plan with each student at the first lesson. If a student is under the weather, or a remote lesson would simply be more convenient on a given day, just let your teacher know by 2:00pm (9:00am on Saturdays and Sundays) of your desire to take that lesson remotely.

## Inclement Weather

In anticipation of the winter weather season, teachers will establish a remote lesson platform with each student to be used as the situation warrants. In the case of bad weather, we will switch to remote lessons for that day. Notification of the switch to remote lessons will be posted on our website (snjstudios.com) and our outgoing voicemail (402-933-1326) by 2:00pm. Students may elect to take their lesson remotely even if the studio has not called an inclement weather remote lesson day. Just notify your teacher by 2:00pm.

## Music

We are compliant with all laws regarding music duplication, therefore SNJ Studio does not photocopy music for our students' use. We believe that it is important to support our colleagues in the music publishing business - plus it's the law! There are various websites that sell individual

pieces of music for download at a very reasonable price – your private teacher can point you in the right direction. There are also numerous collections of songs that are a cost-effective option since more than one song will be used from the book.

## Discontinuing Lessons

Students may withdraw from lessons by providing a written, 30-day notice of withdrawal to [info@snjstudios.com](mailto:info@snjstudios.com). Tuition will be charged until 30 days after written notice of withdrawal is received by the studio. To avoid any confusion, verbal notice or text messages from students, caregivers, or faculty cannot be accepted. The student has the choice whether to attend lessons during the 30-day notice period.

## Missed Lessons and Make-Up Lessons

Your lesson time is reserved exclusively for you. To get the most out of your lessons, we encourage you to make your lesson a priority and schedule other activities, after school jobs, appointments, etc. around your lesson time.

In the event of a student absence, please notify your teacher as far in advance as possible. **Make-up lessons are only offered if the teacher has a cancellation in his/her schedule within 2 weeks of the missed lesson.** If a lesson time does not come available in that time, no make-up lesson will be offered.

If a student misses a lesson without notice, no make-up lesson will be offered. After the second consecutive missed lesson without contact, it will be assumed that the student has abandoned lessons and their 30-day notice will commence from the date of the second missed lesson. Tuition will continue to be processed until the end of the 30-day period.

If a teacher misses a lesson, the student will receive a makeup lesson at a time mutually agreed upon by the teacher and student. A missed lesson on the part of the teacher must be taken as a make-up lesson, not as a refund or reduction in tuition.

## Covid-19 Protocol

SNJ Studio continues to monitor information from local health officials and the CDC regarding Covid-19 protection protocols. We will do our utmost to help protect our students and faculty. Because information and recommendations are in a constant state of flux, we will post the current Covid-19 protocol on our website at [snjstudios.com](http://snjstudios.com)

# Social Media Release

From time to time we post photos and/or videos of our students on our website and social media. We take care to protect the safety of our students, so no last names will be attached to any image or video without express permission from the student's legal guardian, or in the case of an adult student, the student him/herself.

## **Media Release:**

Your enrollment in lessons at SNJ Studio of Music grants permission for SNJ Studio of Music to capture and post your child's (or your, in the case of an adult student) photo and video material on the SNJ Studio of Music website, and official SNJ Studio of Music social media accounts including, but not limited to, Facebook, Instagram, and YouTube.

Your enrollment releases SNJ Studio of Music, its employees, and directors from all claims and demands arising out of or in connection with any use of said photo/video material, including, without limitation, all claims for invasion of privacy, infringement of my right of publicity, defamation and any other personal and/or property rights, and no sums whatsoever will be due to the student or parent/guardian as a result of the use of the photo/video material or any rights therein for SNJ Studio of Music publications.

We do not attach a name to any image without express permission to do so from the parent/guardian, or adult student.