



**BACH TO ROCK**  
★ AMERICA'S MUSIC SCHOOL ★

# **STUDENT / PARENT POLICY HANDBOOK**





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# TUITION AND BILLING

## Individual Lessons

### SEMESTER BILLING

Semester billing is calculated on the number of lessons in a semester (Fall, Spring or Summer). The number of lessons in a semester may vary depending on day of the week a lesson occurs. B2R does not bill for regularly scheduled lessons falling on official B2R holidays\* when the centers are closed. Payment must be remitted in one lump sum prior to the start of instruction. Payment may be made by cash, check or credit card. A student enrolling after the start of the semester will be billed on a prorated basis. The total will be calculated based on the number of lessons remaining in the semester.

### MONTHLY BILLING

Monthly Billing is calculated based on the number of lessons in the month. The number of lessons in the month may vary depending on the day of the week a lesson occurs. B2R does not bill for regularly scheduled lessons occurring on official B2R holidays\* when the centers are closed. There can be three, four or five regularly scheduled lessons in a month. Payment must be made by the 1<sup>st</sup> of the month to cover all regularly scheduled lessons for that month and to reserve your day, time slot and instructor. Payment may be made by cash, check or credit card.

A student enrolling after the start of the month will be billed on a prorated basis. The total will be calculated based on the number of lessons remaining in the month.

**Parents paying via credit card, will be automatically set up monthly for a recurring credit card charge for each successive month's lessons.**

Parents will be sent an email reminder on the 20<sup>th</sup> of the month that their credit card will be charged on the 1<sup>st</sup> day of the upcoming month. Parents must notify B2R by the 25<sup>th</sup> of the month if they do not want to continue instruction in the next month. Notification may be made either by completing a Discontinuing Enrollment Form at B2R, sending written notification (email is acceptable) to B2R or calling B2R. If any parent has not so notified B2R by the 25<sup>th</sup> of the month, the credit card will be automatically charged on the 1<sup>st</sup> of the next month for that month's regularly scheduled lessons. The amount charged may vary from month to month, depending on the number of lessons scheduled in the month.

### SINGLE SESSION

Students who enroll for a single lesson must pay in full prior to or at the time of that lesson. Payment may be made by cash, check or credit card.

\*Please refer to B2Rmusic.com calendar section for official holidays

## **Band/Jam Sessions**

### **SEMESTER BILLING**

Semester billing is calculated on the number of lessons in a semester (Fall, Spring or Summer). The number of lessons in a semester may vary depending on day of the week a lesson occurs. B2R does not bill for regularly scheduled lessons falling on official B2R holidays\* when the centers are closed. Payment must be remitted in one lump sum prior to the start of instruction. Payment may be made by cash, check or credit card. A student enrolling after the start of the semester will be billed on a prorated basis. The total will be calculated based on the number of lessons remaining in the semester.

## **Group Classes**

B2R offers group classes on a multi-week basis for a set tuition. Payment must be remitted for the amount of the class in one lump sum prior to or at the time of the start of instruction. Payment may be made by cash, check or credit card.

## **B2R Camps**

B2R offers camps on a weekly and daily basis for a set tuition. Payment must be remitted for the amount of the camp in one lump sum prior to or at the time of the start of instruction. A non-refundable deposit may be required at time of registration to secure enrollment. Payment may be made by cash, check or credit card.

\*Please refer to B2Rmusic.com calendar section for official holidays

## **B2R Kids/Early Childhood**

### **SEMESTER BILLING**

Semester billing is calculated on the number of lessons in a semester (Fall, Spring or Summer). The number of lessons in a semester may vary depending on day of the week a lesson occurs. B2R does not bill for regularly scheduled lessons falling on official B2R holidays\* when the centers are closed. Payment must be remitted in one lump sum prior to the start of instruction. Payment may be made by cash, check or credit card. A student enrolling after the start of the semester will be billed on a prorated basis. The total will be calculated based on the number of lessons remaining in the semester.

## **B2R Studios/Recording Arts**

### **MULTIPLE SESSIONS**

Students who have enrolled for a multi-session workshop/class must pay in full prior to the start of instruction. Payment may be made by cash, check or credit card.

### **SINGLE SESSION**

Students who have enrolled for a single session workshop/class must pay in full prior to or at the time of that lesson. Payment may be made by cash, check or credit card.

# ATTENDANCE AND CANCELLATION POLICIES

## Cancellations and Make-Up Classes

### INDIVIDUAL LESSONS

Students enrolled in individual lessons are permitted one excused absence and make-up lesson per month. For a missed lesson to be “excused” the student/parent must notify the school in writing (email is permissible) by the close of business the day before the scheduled lesson. Make-up lessons must be scheduled within 30 days of the original lesson date. B2R cannot guarantee that make-up lessons will be taught by the student’s regular instructor. There will be no refunds or make-ups for absences without proper notification.

### BAND/JAM SESSIONS

There will be no make-up of band/jam sessions missed by individual students. Absences from band sessions alter the balance of the group and make rehearsals difficult for those students who are in attendance. Students are asked to recognize that they have an obligation to their fellow band members and should make every effort to attend all scheduled sessions. If at least three students are present for a band session, it will proceed as scheduled. If fewer than three students are available for a band session, it will be cancelled. To accommodate cancelled sessions and holidays and to provide flexibility to our families, B2R schedules two extra weeks into the semester at no additional charge. If the band does not miss any sessions during the semester and there are no official B2R holidays\* on the regularly scheduled session day, band members will receive two additional sessions during the semester at no charge.

\*Please refer to [B2Rmusic.com](http://B2Rmusic.com) calendar section for official holidays

### GROUP CLASSES

No make up classes or refunds will be given for classes missed by individual students. If B2R has to cancel a class prior to the first day of instruction, a full refund will be given.

### B2R KIDS/EARLY EDUCATION

Parents may make up a missed B2R Kids class by taking their child to another regularly scheduled class session on a different time/day during the course of the semester (space permitting). No other make-up or refunds are available. If B2R has to cancel a class for the semester prior to the first day of instruction, a full refund will be given.

### B2R STUDIOS/RECORDING ARTS

Students enrolled in B2R Studios classes are permitted one excused absence and make-up lesson. For a missed class to be “excused” the student/parent must notify the school in writing (email is permissible) by the close of business the day before the scheduled class. Make-up class must be scheduled within 30 days of the original class date. B2R cannot guarantee that make-up class will be taught by the student’s regular instructor. There will be no refunds or make-ups for absences without proper notification. There will be no make-up session for students enrolled in B2R Studios workshops. If B2R has to cancel a workshop prior to the first day of instruction, a full refund will be given.

### B2R CAMPS

There will be no make-up session for students enrolled in B2R Camps. If B2R has to cancel a camp prior to the first day of instruction, a full refund will be given.

# FACILITY POLICIES

## Inclement Weather

In the event of inclement weather, B2R will make closing decisions twice daily. B2R will post a message at 877-B2R-8558 by 9 a.m. for all lessons, classes or events starting before 1 p.m. that day, and by 12 p.m. for all lessons, classes or events starting at or after 1 p.m. that day. Please be sure to check for the weather message as conditions may permit a site to be open in the morning and closed in the afternoon, or vice versa. Make-up lessons must be scheduled within 30 days of the original lesson date. B2R cannot guarantee that make-up lessons will be taught by the student's regular instructor.

## Withdrawals and Refunds

Students are considered registered for the duration of their programs until B2R receives a request to withdraw. Prorated tuition refunds for individual lessons and B2R Kids classes will only be made if a student withdraws with at least 50% of the regularly scheduled sessions remaining. No refunds will be made for B2R Camps, B2R Studios workshops, group classes or Band/Jam sessions.

## Teacher Attendance

B2R prides itself in recruiting accomplished musicians who perform professionally. While this allows us to assure a highly talented faculty, *occasionally* teachers may be absent due to their performance schedules or for other reasons. If this occurs, B2R will arrange for a substitute teacher and the student's instruction will continue as scheduled.

## Student Conduct

Students are expected to exhibit responsible behavior while on B2R premises and when participating in or attending B2R sponsored functions held offsite. Any disruptive behavior or horseplay resulting in damage to the facility and/or equipment is the financial responsibility of the student and parent.

**B2R reserves the right to discontinue instruction to any student who does not adhere to school policies or whose behavior is determined by the faculty/staff to be inappropriate or disruptive. In such cases, the student is still responsible for all tuition and fees due and no refund will be provided.**

## Food and Beverages

No food or beverages are allowed in B2R facilities, except during Camp and Special Events.

## Ear Plugs

The US Occupational Safety and Health Administration (OSHA) states that hearing protection should be worn by those exposed to sound levels exceeding 85 dBa for periods of 8 hours or more (85 dBa is roughly equivalent to the sound of heavy traffic). In order to minimize the risk of hearing loss, students may wish to use earplugs, both inside the studio and during concerts. Ear plugs are available from the B2R staff or can be supplied by the student.

# PERMISSION AND WAIVERS

## Use of Personal Information

The information parents provide will be used for internal purposes only and will never be shared with third parties. However, if a child is enrolled in the Band/Jam Session Program, parent contact information (name, phone number, email address) may be shared with parents of students enrolled in the *same* band in order to facilitate scheduling. Parents may opt out of this limited information sharing by submitting a request in writing (email is acceptable) to B2R.

## Creation of Musical Work

During the course of individual and/or group lessons and/or band/jam sessions, the instructor may in collaboration with the student(s) create an original piece of music. The copyright in this original piece of music shall belong jointly to both B2R and the student(s). Parents hereby acknowledge that B2R has the right to exercise all rights as a copyright owner in these pieces. By signing this document, parents hereby give their permission for B2R to make audio and video recordings of their student(s) playing these pieces, and using such audio and video recordings for the purposes of advertising, promoting and increasing awareness of B2R.

## Leaving Child on Premises/Personal Injury

B2R shall not be liable for any accident, injury, loss, theft, or damage which may be sustained by a parent or student on the B2R premises. Children under the age of 12 who are being picked up and dropped off for B2R programs or events are to be escorted to and from the reception desk at the site and/or to a B2R staff member. B2R is not responsible for musical instruments or any personal belongings left on the premises.

## Off Campus Events

Occasionally B2R holds functions such as band performances offsite. It is the responsibility of the parent to provide transportation to such events, unless otherwise notified. Students at offsite events must be accompanied by an adult at all times. B2R is not liable for any personal injury, or property damage arising as a result of child's participation in an off-site activity.

## Photographs, Audio and Video Recordings, and Promotional Materials

Please note that B2R may from time to time photograph or make audio or video recordings of students for the purposes of advertising, promoting and increasing awareness of B2R. By signing this document, parents hereby give their permission for B2R to so photograph and make such audio and video recordings of the students. B2R will own the copyright of such photographs and audio and video recordings and as such may publish the same in any medium.

# POLICY AGREEMENT



Please complete, sign and return this form to B2R prior to start of instruction. A student may not begin any class, session, camp or workshop at B2R until a completed form is submitted.

## Contact Information

STUDENT NAME (last, first, middle) \_\_\_\_\_

### PARENT 1

RELATIONSHIP TO STUDENT \_\_\_\_\_

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CELL/PAGER \_\_\_\_\_

E-MAIL \_\_\_\_\_

### PARENT 2

RELATIONSHIP TO STUDENT \_\_\_\_\_

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CELL/PAGER \_\_\_\_\_

E-MAIL \_\_\_\_\_

### ALTERNATE CONTACT 1

RELATIONSHIP TO STUDENT \_\_\_\_\_

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

CELL/PAGER \_\_\_\_\_

E-MAIL \_\_\_\_\_

### ALTERNATE CONTACT 2

RELATIONSHIP TO STUDENT \_\_\_\_\_

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

CELL/PAGER \_\_\_\_\_

E-MAIL \_\_\_\_\_

# POLICY AGREEMENT

## Assessment of Student's Health

To the best of your knowledge, does this student have any health issues of which the B2R staff should be aware?

Yes  No

If "yes," please contact the Site Director by email, phone or in person to provide additional information.

### OTHER

Please list any additional information you would like to share with B2R:

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## Policy Agreement

I certify that I am the parent/guardian of

\_\_\_\_\_ ,

I acknowledge that I have received, read and understand the Bach To Rock Student/Parent Policy Handbook. I further acknowledge that, by my signature below, I agree to all policies of B2R outlined in this handbook.

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_

Effective as of August 10, 2009





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[WWW.B2RMUSIC.COM](http://WWW.B2RMUSIC.COM)