

DEDHAM SCHOOL OF MUSIC POLICIES



Dedham Community House, 671 High St., Dedham MA 02026
Office hours vary between 11:00 - 6:30pm M-Th



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www.dedhamschoolofmusic.org



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Parents may contact their child's teacher for any questions or concerns. All contact information is provided upon confirmation of your scheduled lesson time.

Registration & Tuition

Registration for all lessons, classes, and ensembles can be accessed on our website. Lesson times are reserved upon receipt of a 25% tuition deposit or full payment.

Students enrolling after the start of either semester will be prorated. Students who are not returning for the Spring semester must notify the office by December 31.

Re-registration for the next school year begins in June. All current students who wish to return the following academic year and intend to keep the same time slot must pay a deposit of 25% of one semester's tuition plus registration fee to hold their spot. The full deposit minus the registration fee can be refunded up until August 31 should the student need to withdraw.

Billing

Bills are sent once per month via email to the billing address on file. Payment for each 16-week semester is expected in full by the first lesson of each semester. A monthly \$40 late fee is added to any account not paid in full within 30 days of the billing date.

The Dedham School of Music accepts credit card and bank draft payments via the online Customer Portal (accessible from the DSM website or through the link in your email statement). Checks, money orders, and cash can be mailed to the office using the address above, or dropped off using the secure box in our waiting area. Please note that payment cannot be given directly to the teacher, as they are not responsible for any administrative operations.

Withdrawal

Withdrawal from a lesson or class requires a written notice to be sent to the Executive Director. Up to 60% of the semester's tuition may be refunded if withdrawal occurs within the first two weeks of lessons. No refunds are available for lessons cancelled after the first two lessons, as the likelihood of filling the lesson time is greatly diminished after the start of the semester.

Workshops & Recitals

Performance is an important component of music instruction; it helps to build self-confidence, keep students motivated and inspired, and exposes them to other instruments and genres. We strive to provide our students

with monthly opportunities to perform without causing undue anxiety. There is no additional charge for workshops and recitals.

Workshops directly precede recitals (example: if a recital is at 2:00 pm on a Sunday, the workshop will take place at 1:00pm). Workshops are an excellent way for students to gain performance practice, as well as prepare for evaluations and auditions in an informal, low-stress setting. Students perform for one another and receive positive and constructive feedback from peers and faculty. This opportunity is strongly suggested particularly before a student performs in a recital. An online registration link for workshops and recitals will be sent via email each month to faculty.

Recitals are more formal performances accessible to all students registered in classes and private lessons, and occur once per month during the school year and students sign up with their teacher's recommendation. Student recitals take place at St. Paul's Episcopal Church at 59 Court St. in Dedham (unless otherwise noted). Recital times, dates and locations will be emailed once confirmed.

First-Year students are required to perform in one recital during the year*.

Returning students are required to perform in one recital per semester*.

**Students may perform in as many recitals as their instructor advises.*

Accompanist

The Dedham School of Music provides an accompanist for workshops and student recitals. Additional rehearsal time with the accompanist is available upon request.

Student Evaluations

End-of-year Evaluations are an optional opportunity for private lesson students to obtain feedback in a setting that models that of a district, all-state, ensemble, or college audition. Each student performs a selection of studies, scales and/or pieces learned during the school year before a panel of four Dedham School of Music instructors. Formal written comments are given as an assessment of students' progress throughout the year, and will be reviewed with their teacher in their next lesson. Evaluations are free of charge and are in addition to lessons, not in place of.

Absence & Make-up Policy

Make-up lessons are guaranteed to students for teacher absences, legal holidays, or if the school is forced to close due to inclement weather or other emergencies. In the event a teacher has a scheduled absence for professional or personal reasons, the teacher is required to notify their students and arrange for lesson make-ups.

In case of absence students should always notify the teacher. If a student is sick and notifies the office by noon on the lesson day, it is considered an excused absence. A maximum of one excused absence per semester will be made up by the teacher. Late notice of an absence for any reason may not entitle a student to a make-up lesson. If a student misses a scheduled make-up lesson, it may not be re-scheduled and a refund may not be given. Make-up lessons cannot be given for student absences from a group class or ensemble.

Emergency Closings

Notice of inclement weather cancellations will be posted on the school website, on social media platforms, and through a mass email. Faculty scheduled to teach will reach out to their students.