



School of the Arts

Parent and Student Contract

Registration and Payment

- Registration and payment is online only.
- You may choose to pay the tuition amount in **three equal** installments, with final payments being completed by November 30 (fall semester) and March 31 (spring semester). **The first payment is due within 3 days of registration.** Invoices will be sent via email for installment payments.
- Students are enrolled in the SOTA program and placed on the lesson schedule when the registration fees and at least 33% of the tuition are paid and the online registration form has been completed, including signed acknowledgement of the Parent/Student Contract.
- It is very important that parents fill out the registration form completely, especially in regard to the student's schedule and conflicts. This information is what is used to create the lesson schedule.
- When you register and check the "I agree" box, you are agreeing to abide by the policies in this contract.

Tuition and Fees

- The registration fee is non-refundable and is \$15 per student, per semester with a maximum of \$30 per family.
- For the 2020-2021 school year, tuition rates are as follows:
 - 12, 30-minute lessons will be \$323
 - 12, 45-minute lessons will be \$465
 - 12, 1-hour lessons will be \$607
- Should a student require an accompanist for any performance or competition, it is the parent's responsibility to pay the accompanist (usually \$15-20). Parents will pay the accompanist directly.

Student Withdrawals/Refunds

- Students who withdraw from the SOTA program within two weeks of the first scheduled lesson are eligible for a 50% refund of the remaining balance only if the full semester of tuition has been paid. **After the second week, refunds cannot be given for any reason.**
- If a student misses more than two lessons in a term without notifying the teacher at least 24 hours in advance, the student may be dropped from the SOTA program and a refund will not be given for the remaining lessons.

Lesson Schedules

- Lessons will be scheduled once the following is complete:
 - Registration form with signed acknowledgement of Parent/Student Contract
 - Registration fee and at least 33% of tuition is paid
- Students will be placed on the schedule based on when registration and payment are received. First registered/paid, first scheduled. Seniority may be used as a consideration.
- The SOTA registrar will make the lesson schedules. Once the lesson schedule is created and communicated, changes will not be made except under extreme circumstances.
- Make-up lessons will be arranged between the instructor and the parent.

Lessons

- All private lessons must be taught on CCA property or virtually. Teachers will not come to the student's home to teach a regular or make-up lesson, nor should a student go to an instructor's home. ***In the event of a school shut down or a teacher/student quarantine, lessons will continue via Zoom, Skype, or another internet platform.***

- Room assignments will be made by the SOTA registrar for both regular lessons and make-up lessons.
- Lessons will consist of a 30-minute, 45-minute, or 1-hour appointment with the teacher. Preparing the instrument and tuning is part of the lesson. Parents should expect that a minute or two of the appointment time will be used to drop off and pick up students.
- Teachers strive to stay on schedule. Should you wish to talk with them, please make arrangements to call them at a time other than before or after your student's lesson.

Lesson Readiness and Practice Goals

- Students will bring instrument, pencil, folder, and other required materials to the lesson each week.
- Parents will provide the student with an acceptable instrument and required music.
- Students will practice during the week as instructed by the teacher. Practice is crucial to the development of the child's gifts. Practicing for a short amount of time each day is much better than practicing for a long amount of time on one day.
- Parents will encourage practice time at home by preparing a place for practice and helping the student to achieve his/her weekly practice goal.
- Students will be punctual and will arrive to the lesson on time. Lesson time missed for tardiness will not be subtracted from the next student's lesson time.
- Students will respect the teacher and other students at all times.
- Students will plan to participate in SOTA recitals and performances.

Student Drop-off and Pick-up Procedures

- For the safety of all, the outer doors of the buildings are locked during the day. **Under no circumstances should outer doors be propped open.**
- Parents should wait at the designated outer door to drop off and pick up their children. Teachers will meet parents here between lessons.
- For lessons beginning immediately following school dismissal: K-4th grade students will be picked up at the homeroom by the teacher. 5-6th grade students should wait in the Nissi Hall lobby to meet their teacher 5 minutes prior to the lesson.
- Teachers will only release students to parents or a designated adult (when arranged ahead of time with the teacher). **Anyone other than the parent will need to show ID to pick up the child.**
- If a parent is late picking up a student, the child will go to Cougar Club after-school care and the parent will be charged a drop-in fee.
- Students younger than 7th grade must be walked to the lesson room and picked up at the door by the parent or designee if their lesson does not begin immediately after school.

Cougar Club (CC) After School Care

- Parents can choose to arrange for after-school care with Cougar Club on lesson days by contacting the CC Manager. Parents should notify CC that the student is part of the SOTA program and of the lesson time/location. A CC worker will walk the student to the lesson and back.

- Parents are responsible for notifying CC if a student will be missing a lesson.

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Absences/Makeup lessons/Tardiness

- **Parents should contact the teacher directly at least 24 hours prior if a student will miss a lesson for any reason.**
- Parents are responsible for ensuring that early dismissal days and/or school holidays are considered when the lesson schedule is agreed to at the beginning of the semester. No lessons should take place on campus on school holidays but may be held on Parent/Teacher conference days or Presidents' Day.
- SOTA teachers are committed to the lesson schedule agreed upon at the beginning of the semester. **Should a student miss a lesson without 24-hour notice, the lesson will not be made up.** This includes lessons missed due to negligence, forgetfulness, student illness, family illness, car trouble, athletic events, extracurricular events, school activities, family travel, acts of God, etc.
- A maximum of two make-up lessons will be extended to each student per semester when proper notice has been given. If more than two such lessons are missed, those lessons will not be made up or refunded.
- Lessons that are canceled by the teacher will be made up at a mutually agreed date/time.
- If a student is tardy for a lesson, time cannot be added to the lesson to make it up. A conference with the parents will be requested if the problem persists.

Performances

- All students are strongly encouraged to perform at the SOTA spring recital at the end of April. Participation in the Spring Recital may constitute the student's lesson for that week.

Non-Compete Agreement

- CCA recognizes that most SOTA teachers teach lessons or provide services for entities outside of CCA. Current teachers and those who leave the SOTA program must abide by the non-competes agreement they have signed which states that the teacher will not enter into a teacher/student relationship outside of the SOTA program with anyone in the CCA community, including people whom he/she has not previously taught, for a period of two years after his/her departure from the SOTA program. The teacher understands that to do so would be unethical and would violate the agreement he/she has signed. Parents, by signing the contract agreement, you also agree not to enter into a student/teacher arrangement with a SOTA teacher outside of our program either while the teacher is engaged by SOTA or for a period of two years following the teacher's departure from the SOTA program.