



Joyful Music & Dance Studio

Policy Handbook

*All policies are subject to change without notice at sole discretion of
Joyful Music and Dance Studios



JOYFUL MUSIC AND DANCE STUDIOS
Policies and Payment Plans
Effective date 8/15/2010

Mission Statement

It is the mission of Joyful Music to provide musical and learning opportunities to all children

WELCOME

We are so glad that you have chosen Joyful Music. We want your experience and your child(ren)'s experience to be not only educational, but fulfilling. We welcome your thoughts and ideas. We have a Facebook page as well as several blogs on our website.

Joyful Music provides a variety of musical and learning opportunities. Each class is unique. Please be sure that you understand the class or lesson schedule, payment plans available, studio calendar and class make-up policies (if applicable).

Policy document supersedes any other previous policies.



JMDS Studio Calendar:

JMDS has its own yearly calendar. The Studio follows a three semester calendar:
Fall, Spring & Summer.

Once the student(s) has signed up for a class in a semester, a JMDS account will be created for the family and the entire class tuition will be charged to the account. There are various payment plans available depending on the selected class.

Please review the studio calendar and note the weeks that we are closed, as well as the dates for Recitals, if applicable. Ask your instructor if you have any questions.

Inclement Weather:

We live in a State where hurricanes and severe storms may happen. In the event that Seminole County Schools close for inclement weather, then JMDS/JMPT will also close. If the studio closes then a notice will also be placed on the Home Page of our Joyful Music and Dance website.

Additional Fees:

All New families will be charged a one-time family registration fee of \$20
There will be a 20% service fee added for payments that are more than 10 days late.
There will be a \$20 fee for any returned checks.

Discounts Offered:

Sibling or multi-class discounts (within the same semester).
A \$10 discount will be applied to your family account.

Refer and register a friend. (Your friend must mention your name at the time of registration)
A \$20 discount will be applied to your account.

Coupons:

From time to time Joyful Music will offer a variety of coupons and discounts.

PARKING:

Baytree Center can be busy. Please do not park directly in front of another building or in a reserved parking spot. You should be able to find a spot in the center of the court.



INSTRUMENT LESSON POLICIES

When a student receives private lessons, such as piano, guitar, voice and percussion, the year is divided into 3 semesters of weekly lessons:

Fall, Spring & Summer.

Once the student has signed up for a semester of lessons, a JMDS account will be created for the student and the entire semester tuition will be charged to the student's JMDS account. The amount billed will be due in full using either Payment Plan A or Payment Plan B or Payment Plan C (see below under payment plans)

Pro-rations will only be permitted if the student is joining the semester late.

Tuition for Private Lessons:

\$375 for the Fall Semester (Fifteen, 30-minute lessons)

\$555 for the Fall Semester (Fifteen, 45-minute lessons)

\$375 for the Spring Semester (Fifteen, 30-minute lessons)

\$555 for the Spring Semester (Fifteen, 45-minute lessons)

\$200 for the Summer Semester (Eight, 30-minute lessons)

\$296 for the Summer Semester (Eight, 45-minute lessons)

\$30 for one lesson (Plan C)

Books & Materials

JMDS keeps many of the lesson books at the studio for your convenience. They may be purchased from JMDS. Please note that there will be an additional \$1.00 charge per book to cover the shipping and handling costs. Books must be paid for when at the time they are received.

Please let your instructor know if you would prefer to go to the store and purchase the required books, yourself.

Private Lesson -Payments Plans:

Plan A:

Receive a 3% discount of the semester tuition, if Tuition is paid in full prior to the start of the semester

Plan B:

Tuition may be paid in 3 equal installments.

1/3 due by the first lesson

1/3 due by the 6th lesson

1/3 due by the 10th lesson

Plan C:

Due and payable at time of lesson



Private Lessons Make-ups and Cancellations:

At the end of each semester the Instrument Instructor will provide one week during which lessons can be made-up due to student illness or extenuating circumstances. Please note that only TWO lessons may be made up when it is due to student illness or circumstances. The instructor must be notified by 9am the day of the scheduled lesson, if the student is ill or unable to keep their lesson appointment.

If the instructor must miss teaching a lesson, then he or she will find a mutually agreeable time to make-up the lesson with the student. This is not considered a student missed lesson.

Private Lessons -No Call/ No Show Policy

Please notify the instructor by 9am on the day of your lesson if you are sick. If the instructor is NOT NOTIFIED by 9am on the day of the lesson, then the absence will be considered a no-call/no show and the student will be charged for the lesson as scheduled.

All no-call/ no-shows will be charged for the lesson as scheduled.

Private Lessons - Student Responsibilities:

All students are expected to practice at least 6 days per week. Discuss with your instructor what they feel is a reasonable, daily practice time for your child's age. Performance in the Spring and Holiday recitals is also required.

Private Lessons - Parent Responsibilities:

Parents must provide an instrument, so that their child can practice at home. For your convenience, JMDS has a limited quantity of keyboards and guitars that can be rented for \$15 a month.

The instructors may request that the parent attend the first 3 or 4 lessons with their child. This helps both the parent and the child understand what the instructor expects.

Friends, siblings, and relatives may at times want to visit and sit in on a class. The Instructors find that this can be very distracting to the student and request that this be kept to a minimum. The Instructor's want your child to have the most productive lesson possible, so that they can be successful.



KINDERMUSIK POLICIES & GUIDELINES

Kindermusik Classes & Art Classes

Kindermusik Classes and Art Classes vary in length, depending on the class that you have selected.

Tuition and Payment Plans

Once the student has signed up for a class, a JMDS account will be created for the student and the entire class tuition will be charged to the student's JMDS account. The amount billed will be due in full using either Payment Plan A or the Plan B

Plan A:

Receive a 3% discount of the semester tuition, if Tuition is paid in full prior to the start of the semester

Plan B:

Tuition may be paid in 3 installments. (see clarification below)

5 – Week classes (summertime) – Plan A

8 – Week classes – Plan A

OR

Plan B: ½ due prior to the first day of class, ¼ due on the first day of class, ¼ due by the 5th class

10 - Week classes- Plan A

OR

Plan B: ½ due prior to the first day of class, ¼ due on the first day of class, ¼ due by the 5th class

12 - Week classes- Plan A

OR

Plan B: ½ due prior to the first day of class, ¼ due on the 5th day of class, ¼ due by the 9th class

15 - Week classes- Plan A

OR

Plan B: ½ due prior to the first day of class, ¼ due on the 5th day of class, ¼ due by the 9th class

Pro-rations will be given in the event that a child joins a class that is already in session.



Cancellations and Missed classes:

Joyful Music and Dance provides two options for missed classes due to illness or extenuating circumstances.

Option A:

If you miss a class, please contact the studio and we will help you find a class that you may attend for a make-up class. If there is not a similar class that you can attend then you may consider option B.

Option B:

At the end of each semester the Instructor will schedule one make-up class during which a missed lesson can be made-up due to student illness or extenuating circumstances. The Kindermusik class offered for make-ups will be a "Kindermusik Family Time" class. Consult your instructor or the studio calendar for dates and times.

Please note that refunds are not given and make-up classes do not roll over into the next semester.

Class minimum Policy:

Any class with less than four registered students may be cancelled at the sole discretion of Joyful Music and Dance Studios

Three days prior to the start of the class, we will notify you if the class in which you registered has been cancelled. We will make every effort to find another class time that will work for you.

If Joyful Music decides to cancel a class and no other mutually acceptable class can be found, then you may apply what you have paid already to a future class or you may request a refund.

Guidelines:

It is our goal that the time you and your child spend here each week is a time of togetherness and joy. Put all expectations and worries away and just have fun! Each child learns at a different pace and in a different way. If they aren't doing just what you want them to, don't be discouraged. What a child is absorbing in class is often evidenced in the comfort of the home environment, rather than in a certain level of participation in class.

You and your child will enormously benefit from the Kindermusik experience, especially if you make active use of your Take-Home Materials. Frequent reinforcement at home throughout the week will make all the difference in your child's comfort and participation in class.



Arrival Time:

Plan to arrive 5 -10 minutes early for class. Arriving a few minutes early allows your child to settle in. There will be a basket of small books and instruments on the floor that they may explore before class begins. Class will begin on time; please try to be prompt. Occasionally being late is difficult to avoid - you may find that the front door has been locked for safety reasons. Please peak in the classroom window and we will open the door for you.

If you arrive early and another class is in session, you may wait in the waiting area.

Many of the things we do in class have us moving and dancing around the room. Sensory learning occurs in many ways, one of which is through your child's hands and feet.

Therefore, please remove your shoes and your child's shoes. You may place them in the cubbies that have been provided.

Drinks, Snacks, Toys and Books:

Please leave toys and books, juice and snacks in the car, with the exception of nursing babies or those babies still bottle-feeding.

Cell Phones:

Please turn off or silence your cell phone before entering into the classroom. If you have an emergency call, please take your child and step into the lobby to talk on the phone

Participations

Remember that parent/caregiver participation is a key ingredient to success in any Kindermusik program. Your commitment to ongoing participation and regular attendance will lead to more satisfaction and a sense of accomplishment for you and your child. Please refrain from adult conversation during the class so that we can hear our children's sweet voices.



Instrument Sanitation:

The instruments are cleaned on a routine basis. You will find a basket in the classroom where you may place any instruments that your baby or toddler has placed in their mouth. These instruments will be cleansed before being put back in the appropriate instrument boxes.

Disruptive Behavior:

Children make all kinds of sounds during class. It can be part of the learning process as they learn how their bodies move and all of the wonderful sounds they are able to make. We call this vocalizing. However, if your child is really upset or distracting the class and cannot be redirected within the classroom setting, we may ask you to take him/her to the lobby for a hug and some reassurance and come back as soon as he/she is ready. Should your child become very curious about the sound equipment, please re-direct him/her if your teacher is unable to.

Visitors:

We welcome visitors to come with you to class. We always enjoy meeting extended family and friends. When possible, please let us know in advance so we can avoid overcrowding the classroom.



SPECIALITY SESSIONS AND CLASSES

Handwriting without Tears - is an 8 week course.

Tuition and Payment Plans:

Plan A:

Receive a 3% discount of the semester tuition, if Tuition is paid in full prior to the start of the semester

Plan B:

Tuition may be paid in 3 installments.

8 – Week classes – Plan A

OR

Plan B: ½ due prior to the first day of class, ¼ due on the first day of class, ¼ due by the 5th class

Make-ups and cancellations:

The Handwriting without Tears curriculum is a busy, progressive curriculum. Each class builds on the one before it. Therefore, it is not possible to offer a make-up class for this curriculum. We feel that it is very important that the children attend each and every class. Thank you for your understanding.

Guitar, Piano, Choral Group Classes

Tuition and Payment Plans:

These are 8-week sessions.

Plan A:

Receive a 3% discount of the semester tuition, if Tuition is paid in full prior to the start of the semester

Plan B:

Tuition may be paid in 3 installments.

8 – Week classes – Plan A

OR

Plan B: ½ due prior to the first day of class, ¼ due on the first day of class, due by the 5th class

Make-ups and cancellations:

The instructor will offer one class at the 8 week session as a make-up class



Tutoring

Tuition and Payment Plans:

Tutoring offers two payment plans:

Plan A: 60 minutes of tutoring - \$40 due and payable at the time of visit

Plan B: Package of 8 tutoring sessions - \$299 that is due and payable at the first visit.

Make-ups and cancellations:

If your child is ill or unable to keep the tutoring appointment, please notify the Instructor by 9am on the day of the session. Make-ups will be scheduled with the instructor. Only one make-up session due to illness or extenuating circumstances is permitted in Plan B.

No Call/ No Show Policy

If the instructor or JMDS is NOT NOTIFIED by 9am on the day of the lesson, then the absence will be considered a no-call/no show and the student will be charged for the lesson as scheduled.

All no-call/ no-shows will be charged for the lesson as scheduled.

Additional Supplies:

The instructor will discuss with you, if additional books and reading materials are required.



Music Therapy and Occupational Therapy

Music Therapy sessions and Occupational Therapy sessions are scheduled directly with the Therapist.

Payment:

Payment is due at the time of service.

Make-ups and cancellations:

If your child is ill or unable to keep the appointment, please notify the studio by 9am on the day of the session. Make-ups will be scheduled with the instructor.

No Call/ No Show Policy

If the instructor or JMDS is NOT NOTIFIED by 9am on the day of the lesson, then the absence will be considered a no-call/no show and the student will be charged for the lesson as scheduled.

All no-call/ no-shows will be charged for the lesson as scheduled.

Thank you for choosing Joyful Music and Dance Studios.
We want your experience at JMDS to be a Joyful.

