

## **Welcome to the CSMA Private Lesson Orientation**

Welcome to the private music lesson orientation for the Community School of Music and Arts. We'll start with an overview of our private lesson program and then provide in-depth information about the program. If you are new to private lessons, you must go through this orientation before you register. By signing the private lesson registration form, you will acknowledge that you are familiar with the content of the orientation and agree to the policies described. Later you can return to the orientation to review any aspect of the program.

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## **1 Overview of Private Music Lessons**

- **Broad musical education**
- **Includes free classes, Workshop Weeks, recitals**
- **Guidance available as the student progresses**

To complement its private teaching program, CSMA offers a broad musical education through many opportunities for listening, learning, and performing. Private lessons students can take a free weekly class in musicianship, theory, ensemble or performance. In addition, twice a year, Workshop Weeks are included with a wide range of musical topics and experiences. End-of-semester recitals provide regular student performance opportunities. Within this framework, families can make informed choices at all stages of a student's development without extra cost, and can consult with staff and music specialists at any time. We value our role as guide and mentor to your music studies, and encourage you to contact us at any time if you have questions or concerns.

## 2 Calendar and Registration Process

- **Year-round lessons**
- **Semester system**
- **Registration and re-registration**
- **Priority for new and continuing students**

CSMA offers private lessons throughout the year. We have a fall semester of 19 weeks, a spring semester of 19 weeks and a short summer semester of 6 weeks. CSMA has a break during Thanksgiving week, and we are closed for two weeks during the Christmas holidays. There is also a break in August between fall and spring semesters.

Students register for a complete semester, or what remains at the time of registration. We don't automatically re-register students from one semester to the next, so if you want to continue lessons you need to re-register each semester. We'll send you an email reminder and a re-registration form with a due date. Return the form by that date (or re-register online) to hold your space for the next semester. If you want to change your lesson day or time for the following semester, you can include that information on the form. We cannot promise to accommodate requests for mid-semester changes. Continuing students have priority over new incoming students. We also give priority to siblings of continuing students who are starting lessons.

Spring students can skip summer semester without losing their priority for fall. As a result, it is possible for a new summer student to lose their space in fall to a continuing spring student who elected to take the summer off. If this happens, we will make every effort to find a satisfactory lesson for the continuing summer student.

## 3 Tuition and Fees

- **Tuition varies by lesson length**
- **Same for all instruments and ages**
- **Some "Distinguished Teachers" have higher rates**
- **Pro-rated for late start**
- **Includes lessons, workshops, core classes, registration fee**
- **Merit Scholarships**
- **Tuition assistance**

Private lesson tuition is charged by the semester and is paid in advance before lessons begin. Tuition is calculated according to the lesson length. Tuition includes all lessons for the semester, Workshop Week, an optional core curriculum class, and a \$15 non-refundable registration fee. CSMA accepts checks and credit cards. Tuition can be paid all at once, or through a payment plan that allows you to pay in four installments for an additional 5% fee.

CSMA charges the same tuition for all instruments, all ages, and all teachers—with a few exceptions. Our faculty includes a small number of Distinguished Teachers for whom a higher tuition rate is charged. These teachers require an audition and space with them is limited. When a student starts lessons after the beginning of the semester, tuition is pro-rated. Private lesson tuition and fees for the current semester can be found in our catalog. Merit Scholarships are offered to students who have shown outstanding talent, progress and commitment to their studies at CSMA. Teachers may nominate grade-school students to enter the annual competitive auditions held in May or June. Students are eligible to audition after 9 months of continuous CSMA private lessons.

In keeping with our commitment to “Arts for All,” the CSMA Financial Aid Program offers tuition assistance to qualified grade-school students. A limited number of work-study opportunities is available to adult students. For more information and how to apply, call the Student Services office at 650-917-6800, ext 0.

## **4 Refunds and Transfers**

- **3 days after second lesson to request withdrawal and receive refund**
- **After that, no refunds**
- **Requests must be in writing**
- **Transferring to another teacher**

You pay in advance for private lessons, then the first two lessons provide a chance to meet the teacher and to determine student compatibility. After the second lesson, you have up to three days to withdraw and receive a refund of your unused tuition or request a transfer to another teacher. If we don't hear from you within that three day period, we will assume that you are satisfied and wish to continue. At that point, you have made a commitment for the semester and CSMA does not offer refunds.

To withdraw or request a teacher transfer within the allotted time period, send or e-mail a written request to Mary Holmes, Music School Director. We will ask you to complete a brief withdrawal form and then we will refund the unused part of your tuition. (The \$15 registration fee is nonrefundable.) We will also make this refund if CSMA is unable to find a second teacher to match your needs. NOTE: If you decide to withdraw before the day of your first lesson, we will refund your full tuition, minus the \$15 registration fee. If you withdraw on the day of your first lesson, you are still responsible for the cost of that lesson, even if you don't attend.

## **5 Missed Lessons**

- **If teacher misses, you will receive make-up lesson**
- **If student misses, make-ups at teacher discretion**
- **Make-ups not guaranteed**
- **Determining teacher's policy**
- **Medical leaves**

If the teacher misses a lesson, it is his or her responsibility to arrange a makeup lesson for you. However, if the student misses a lesson, make-ups are given at the teacher's discretion, and are not guaranteed. Each teacher sets his or her own policy on make-up lessons. Most teachers are willing to make up one lesson during the course of the semester. Please ask the teacher how make-ups will be handled. As a courtesy to your teacher, please notify the teacher or the office in advance of any scheduled absence.

In cases of emergency or serious illness, you may request a leave of absence. All requests must be made in writing to the Registration Office, with doctor's certificate or equivalent documentation. If approved, credit may be given for those absences for up to four weeks of lessons effective from the date we receive written notification.

## **6 Student Recitals**

- **Important opportunity for students**
- **Most teachers offer recitals spring and fall**
- **Printed invitations for family**
- **Schedule is posted**

Recitals provide an invaluable opportunity for students to give a formal musical presentation and to gain confidence in front of an audience of family and friends. CSMA has an active student recital program, and most of our teachers have recitals during spring and fall semester. No recitals are held during the summer. Your teacher will tell you when their student recital is scheduled and will give you printed invitations that you can give to family and friends. A list of scheduled recitals is posted on our web site and updated frequently. However, you should always check with your teacher for any last-minute changes in day or time.

## **7 Core Curriculum Classes**

- **Optional benefit for private lesson students**
- **Fall and spring semesters only**
- **16 weekly classes**
- **Available at no cost**
- **Includes theory and ensembles**

Core curriculum classes are weekly music classes that offer additional support and training in musicianship, theory, ensemble performance, new media, and other subjects. They are offered during fall and spring semesters only. Students can take one core class at no charge during a semester when they are registered for private lessons. Although core classes are not required, they are a popular benefit for our private lesson students. All core classes are listed in our catalog. Students can register for the core class of their choice as soon as class registration opens for spring or fall. Some classes fill up quickly, and some don't admit new students after the first couple of meetings, so we recommend that you register early.

More information about core curriculum and music theory classes is available on our website:

[www.arts4all.org/docs/core\\_curriculum.pdf](http://www.arts4all.org/docs/core_curriculum.pdf)

[www.arts4all.org/docs/music-theory-descriptions.pdf](http://www.arts4all.org/docs/music-theory-descriptions.pdf)

## 8 Workshop Week

- **Special opportunity for private lesson students**
- **Held instead of lessons**
- **No additional charge**
- **Student can take unlimited number**
- **New schedule each time**
- **Sign up with teacher or in lobby**

Twice a year—in May and November—we offer a Workshop Week at CSMA. This special week runs Tuesday through Sunday, and gives our private lesson students a chance to broaden their musical horizons by attending a series of special and diverse sessions and events with guest artists and faculty members. Regular lessons are *not* held on Tuesday through Sunday of Workshop Week; students participate in workshops instead. Students can attend as many workshops as they'd like and the cost of Workshop Week is included in your private lesson tuition. Workshops are generally not offered on the Monday of that week, since regular lessons are held in place of those lost to public holidays.

Workshop Weeks are held once during spring semester and once during fall semester. The schedule for Workshop Week is usually available in the lobby and on our web site two to three weeks in advance. As soon as the schedule appears, you can sign up for your choice of workshops. Signups for instrument-specific workshops are done through your teacher. Please register for workshops to guarantee your space.

## 9 ABRSM Exams

- **Optional**
- **Practical and Theory offered**
- **Teachers prepare students**
- **CSMA does entry paperwork**
- **Parents pay fees**

In private lessons and theory classes, CSMA can prepare students for the practical and theory exams of the Associated Board of the Royal Schools of Music (ABRSM). These exams are optional; no one needs to take them. But for many students, the internationally recognized ABRSM curriculum provides a motivating learning and performance experience. Both practical and theory exams run from Grade 1 through Grade 8. For very advanced students, Diploma levels are available.

CSMA hosts the practical exams twice a year. Theory exams are held three times a year at an outside location (currently Cal. State Hayward). When the student is entered, CSMA bills the parents for the exam fees.

Full information about the ABRSM can be found at their website, [ABRSM.org](http://ABRSM.org). Exam entries are due far in advance of the actual exam dates. Your teacher can provide more information and advise you when a student is ready to enter the exam.

## 10 Child Supervision

- **None outside of studios and classrooms**
- **Parents must remain here for children under 10**

Your child's safety and comfort are important to us. To ensure your child's safety, please be sure to pick him/her up promptly after lessons and classes. Children waiting in CSMA lobbies are not supervised. Children are under supervision only during their scheduled lesson/class time; neither teachers nor administrative staff are responsible for supervising children outside of teaching time. If your child is under the age of 10, we ask you to remain at the school during the lesson.

## 11 What's Next

- **Teacher selection**
- **Registration**
- **Getting answers to your questions**
- **If you have problems or concerns**

This concludes the CSMA private lesson orientation. If you are just starting lessons, your next step will be to select a teacher, register, and pay your tuition. To discuss teacher selection and registration, please call Barbara Bernstein, Private Lesson Coordinator, at 650-917-6800 ext. 330.

If you are new to private lessons at CSMA, you may still have questions about our program. Please contact Barbara Bernstein or Mary Holmes, Music School Director (ext 329) at any time with questions, problems, or concerns.