

First Conservatory Payment and Attendance Policies

Dear Parents and Students,

Your First Conservatory teachers are some of Chicago's best and busiest musicians and instructors. They are on our faculty because of their qualifications, their dedication, and their love for music. Teaching is the primary source of income for each teacher. Also, your student will benefit from solid dedication to their lessons and practice. For these reasons we ask you to adhere to our payment and attendance policy.

Lesson Fees: \$38/half hour, \$57/45 minutes, \$76/hour
Active members of First Congregational Church: \$34/half hour, \$51/45 minutes, \$68/hour

Registration Fee: \$15 for new students, payable at the start of lessons.

Key Fob: \$20 refundable deposit

Payment Schedule: Payment for the month's lessons is due in full by the 10th of each month.

Payments may be made at www.firstconservatorylagrange.com or checks may be given directly to your teacher. Checks are payable to "First Conservatory"

Late Fee: a \$15 late fee will be charged for payments received after the 10th of the month

Returned Check Fee: A \$30 fee will be charged for any returned checks.

Make-Up Lessons and Cancellations

Excused Absence: Students must give a minimum 24-hour advance notice for individual lessons to be considered excused. Students must contact their teacher directly.

September-December: 1 excused absence

January-June: 2 excused absences

Unexcused Absence: Unexcused absences are absences for which a student has not given 24-hour notice, or for any additional absences beyond the one excused absence provided per term. Make-ups for unexcused absences are offered at the teacher's discretion, and lessons missed due to unexcused absences are non-refundable.

Tardy Policy: First Conservatory maintains a 15-minute tardy policy for individual lessons. Instructors are required to wait at least 15 minutes after the start of the lesson for the student to arrive. Students who arrive more than 15 minutes late to their lesson forfeit that lesson and may not receive a make-up for that missed lesson. Students are also required to wait up to 15 minutes after the start of the lesson for instructors to arrive. Instructors that arrive more than 15 minutes late to a lesson are required to make up that lesson at no charge to the student.

Cancellation Policy: Students must give 30 day's notice for cancelling lessons. Cancellation must be in writing to the Director, Ryan Cox. E-mail is acceptable: ryan@fcclg.org

Holidays: The Conservatory will be closed on the following days:

All Sundays (except for recitals)

January 1

Memorial Day

July 4

Labor Day

Thanksgiving

December 24

December 25

December 31

***Note that most school holidays the Conservatory is still open. Please check with your teacher before assuming there are no lessons on a school holiday.

Disclaimer

Parents/guardians are responsible for supervising the safety of their children at all times while they are on First Conservatory/First Congregational Church premises. Upon registering yourself or your child for participation in programs at First Conservatory/First Congregational, you acknowledge that you will be waiving and releasing all claims for injuries that you or your child may incur while on First Conservatory/ First Congregational premises, or while involved in any program at First Conservatory/First Congregational.

The First Conservatory is not a licensed childcare facility, and any child age seven or under taking lessons or classes at the First Conservatory is required to have a parent/guardian present on the premises at all times during lesson or class time in case of emergency.

Publicity Policy

Photographs of students engaged in instruction, rehearsal, or performance activities at First Conservatory may be used in First Conservatory's publications, local newspapers, magazines, electronic media, and related publicity materials. Completion of registration constitutes consent and permission by the student and student's parent(s)/guardian(s) to use the student's name and/or image for any advertising, publicity, marketing and packaging.