



Physical Address:
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Leesburg, VA 20175
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Leesburg, VA 20175
Phone Number:
571-306-1880

Our Philosophy

Here at the Catoctin School of Music (CSM) we believe that music is a lifestyle. Music is a creative and disciplined art that requires year-round study and devotion. As much as we believe that music should be played with a sense of creativity and imagination, it should be practiced with a work habit of dedication and discipline. We have created these policies for our studio based on that philosophy. We've carefully studied our student's past performance and compared it with their attendance and believe we have come up with a system for year-round musicianship that will allow for ample study and ample downtime for everyone!

Onboarding

We consider your first four weeks of lessons with us to be a paid evaluation period. This allows us to:

1. Assess student/teacher fit
2. Observe how well the student fits our philosophy of diligent practice
3. For parents to learn about lessons and evaluate how their student handles the new load amongst his/her other activities.

Either the student or CSM may choose to end the lessons during or immediately after this four-week period with no two week notice necessary.

Offboarding

If you are planning on leaving the school for any reason, we require notification in writing (email or letter) two weeks in advance of your desired end date. This two weeks' will be paid out in full to the Catoctin School of Music rather you choose to take your final lessons or not. The Chief Happiness Advocate will be at your final lesson to collect your final payment. *This does not apply during the first 4 weeks of lessons also known as the evaluation period.*

Students with special needs

CSM serves all types of students with special needs. Please let us know the best way we might help your student to cultivate the joys of music! We are happy to do our best to meet your student where they are in their learning and provide them with the tools necessary for them to excel in their musical studies.

Parent Orientation

CSM requires all new families to take a parent orientation class within 90 days of enrollment to learn more about our studio, our philosophy and the nuts and bolts of lessons here at the school. The class is free and

given towards the beginning of every month. At least one parent should represent each family at this orientation.

Tuition

Tuition can be paid in two installment options:

Monthly: Each tuition payment on the monthly system includes all lessons for that month (i.e. June 1st payments include June lessons). **Monthly payments are due on the 1st of each month and are late by the 20th.** Monthly rates are:

- 30 minute lessons - \$41.00 each
- 45 minute lessons - \$61.50 each
- 60 minute lessons - \$82.00 each

Quarterly: Each tuition payment on the quarterly system include all lessons for that quarter (i.e. July 1st payments include July-September lessons). Quarters run Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec. **Quarterly payments are due on the 1st of January, April, July, and October and are late by the 20th of the aforesaid months.** Quarterly rates are:

- 30 minute lessons – same as monthly but with a \$15.00 discount per quarter, per student
- 45 minute lessons - same as monthly but with a \$23.00 discount per quarter, per student
- 60 minute lessons - same as monthly but with a \$30.50 discount per quarter, per student

You may also be eligible for the multi-student discount if your family has a total number of four (4) lessons throughout the week or a total of 120 minutes of lessons/week whichever comes first. Your tuition will be reduced to the following:

- 30 minute lessons – Monthly discount of \$9.00 per student
- 45 minute lessons – Monthly discount of \$13.50 per student
- 60 minute lessons – Monthly discount of \$18.00 per student

Our tuition is based on a schedule of 48 paid lessons per year. The remaining four weeks CSM will be closed and of course you are not charged tuition for those weeks. To see the full CSM calendar please visit our News and Events page on the website. We will send an email out reminding students and parents of days we will be closed.

You may remit payments to:

**320 Catoctin Circle SW
Leesburg, VA
20175**

PLEASE DO NOT MAIL CHECKS TO OUR PHYSICAL BUILDING. Use the mailing address above. You may also drop the payment off at our building during business hours. We provide check boxes in each suite to accommodate checks and cash (we do not currently accept credit cards). For your convenience, there is also a mail slot in the door of Unit 6 which may be accessed during off business hours. If you pay through check please indicate student's name, teacher's name, and month or invoice # in the memo line. Please also make all checks payable to either "The Catoctin School of Music" or "CSM".

CSM evaluates tuition rates every year and they are subject to change. If there is a rate change, we will notify all clients by email broadcast at least one month before the change will go into effect. We will also make any changes only beginning on a quarter (January 1, April 1, July 1 or October 1).

Full Time vs. Part Time

The tuition rates above are based on you taking and paying for lessons 48 weeks a year and doing makeups for the lessons you miss, what we call a “full time student”. We do not allow breaks in payment for full time students. If you choose to stop lessons and not pay tuition (instead of doing makeups for those lessons and paying tuition), we reserve the right to charge you the part time rate for lessons upon your return and your status will be that of a “part time student”. Rates for part time students are currently:

\$45.00 per 30 minute lesson
\$66.50 per 45 minute lesson
\$89.50 per 60 minute lesson

Taking a “break” from lessons also results in you losing your spot in the schedule. You will be offboarded and then when you reenroll and rejoin us you will be assigned a lesson slot based on our availability at that time which may or may not be available with your past teacher.

If you remain with us for a full calendar year after starting as a part time student, your status will be changed to full time student and your rate reduced according to the schedule above.

Absences and Makeups

In the event that you are missing a lesson for any reason other than an emergency, you must give the school at least 24 hours notice in order to be eligible for a make-up lesson. Due to the busy schedule, we reserve the right to not offer the make-up if you give the school less than 24 hours notice. If you give us insufficient notice, but another student is able to take your lesson for you, you will still receive a makeup. **Please note: You pay for your lessons whether you cancel, skip or attend. You are given makeup lessons for any lessons cancelled with sufficient notice or lessons missed due to an emergency.**

If the lesson is missed because of an emergency, the school may be lenient in providing a make-up lesson. (Any emergencies are to be determined by CSM and we will provide a make-up accordingly). **Examples of emergencies are illness/injury resulting in hospitalization (this does NOT include staying home sick from school), death in the family, death of pets, birth of sibling, etc.**

Any and all make-up lessons must be scheduled within 60 days of the original lesson.

To schedule a makeup lesson, please use the link sent every Friday to your email address. This link describes in detail all makeup times available throughout the studio. Just select your makeup time and email Drew at studiomanager@thecatocinschoolofmusic.com and she will email you back to confirm your time. You may bookmark this link as well and use it as many times as you need. **Your tuition must be current and paid in full in order to schedule makeup lessons.**

If WE are ill or have to cancel for any reason, we will reschedule and offer you makeup options, provide a substitute teacher or credit you back the lesson. All or some of these solutions will be done at CSM’s discretion.

Inclement Weather

Please do not call or email during inclement weather to check our opening status. Please go to the website as we will ALWAYS post a banner by 12pm/noon each day, at the top of our home page at: <http://www.thecatocinschoolofmusic.com/> stating what we will be doing or planning. We **DO NOT** follow the public school snow plans, as they are usually very conservative and the snow in Leesburg usually melts and is plowed by the afternoon when we start teaching. Snow days are a great time to do makeups when we remain open.

We will send you an email if we do cancel, or have to shutdown, and this will be made up at our convenience and possibly with a substitute instructor.

As we don't live on your street, if you do feel it might be too slick or dangerous to come in, please email us **BEFORE** the lesson starts and we'll do a makeup lesson.

Practice

At the Catocin School of Music, we strongly encourage a regimented practice schedule at home. This means that students should be practicing as diligently as the instructors teach them, if not more. For most students, this will mean practicing 20 minutes per day in order to perfect the work assigned by the instructors. As your young students of music grow in ability, they may need gentle reminders in order to keep them on a beneficial practice schedule.

If a student continues to come to lessons underprepared and without obvious signs of diligent practice, the instructors will notify the parents and ask them to step in and gently guide the student towards a better practice schedule. Students who, after notification to the parents, continue to show a pattern of being unprepared for lessons may be dismissed from the school and have their lessons suspended. Students may be allowed to once again enroll in the school if they can show a diligent work ethic towards practice (communicated to us through the parents).

Disciplinary Action / Leaving the School

If the student misses two or more lessons without proper notification, the student may be dismissed from the school. Additionally, as stated above, if a student continues in a pattern of under preparedness for lessons and this pattern is not able to be resolved by parental intervention, then said student may be asked to leave CSM. Remember: If you are planning on leaving the school for any reason, we require a notification in writing (email or letter) two weeks in advance.

Parking / Waiting for Lessons

Please **DO NOT** stop in front of the school to drop your student off at lessons, please **PARK** and walk your student to the door of their studio. This will allow for efficient flow of traffic seeing as people are coming and going at the same time. When students walk in the unit door they should proceed to the waiting room where they can sit and tune or wait quietly until their instructor comes in to get them. If it is more than 5 minutes after the start of your lesson, feel free to knock on your instructor's door to let them know you are waiting. Please be advised we do not have any CSM personnel designated to watch wait rooms or front/back porch doors and cannot be responsible for your student outside of their lesson time.

Communication

The one thing music instructors love more than talking is teaching, and we would like to spend as much time with our students as possible. Please make every effort to communicate with us through email so that we can focus on our students and communicate with parents during a break in the schedule. Also, if you have a question that needs to be answered, use our website as a resource! The school makes a point of posting important information such as cancellations due to weather conditions, rescheduling, recitals, etc. If you cannot find it on the website, then send the school an email.

We will do our best to keep you updated on all events and offerings at CSM through our monthly newsletter and weekly broadcast emails as well. Subjects such as scheduling, quitting lessons, starting lessons, and accounting questions MUST be done through email or some other written medium. CSM keeps records of these communications in case they need to be referred to later.

The Chief Happiness Advocate

CSM employs a Chief Happiness Advocate to oversee the day to day operations of the school and to serve as a mediator between students, teachers and parents as occasion arises. It is the job of the Advocate to make sure that all parties in any given situation are served well. The Advocate will use a combination of CSM policies, feedback from the involved parties and the Advocate's own sound judgment and experience to resolve any issues as they happen. The Advocate is expected to represent the interests of teachers, students and parents at the same time and not solely one party.

Recitals / Special Events

In order to provide students with a proper education in music, the school provides recital events and other performance opportunities for which students can practice their ability to perform in front of an audience. The school will host recitals for particular instruments or type of instruments so that your student can see what other students of that instrument are playing.

Recitals are an exciting opportunity and we strongly encourage every student to attend and perform. All disciplines receive two recital opportunities a year in the spring and fall with the exception of electric guitar/bass students. These students will have a showcase in the winter time and will also have the opportunity to participate in our summer camps during the summer.

Special events or field trips will occur periodically throughout the year. These events may be traveling to see a local church band perform, or listen to a university's jazz ensemble. You will be notified if we feel your student will take a particular interest in the trip or event.

Photography / Videography / Recordings

In order to facilitate our teaching, it may be necessary to record private lessons in their entirety or in sections for study purposes. It may also be necessary to take photos or make videos. These lesson recordings/photos/videos will only be used at CSM with you, your student and CSM teaching staff and they are for training purposes only. These materials will NOT be used publicly for ANY reason, unless the student or legal guardian/parent requests copies.

During events that are hosted, invented, attended or promoted by CSM and open to the public (such as...recitals, camps, parties, gigs, performances and other special events that are not a private lesson), CSM reserves the right to take pictures, make video recordings, audio recording and/or any other documentary/media recordings, (or any other future audio or imaging capturing and recording format not herein mentioned that supersede current technologies) which may be displayed in part or in whole for various reasons deemed fit by CSM. CSM reserves the right to wholly own, display, promote and use these media for display within the studio on our digital imaging/picture frames and computers, on our YouTube account, on our Facebook page and on our Website (or any other future media outlet which is not yet been used by CSM) for any education, advertising or teaching purpose, to include the sharing of performances, plus any other current or future purpose(s) deemed applicable by CSM.

You have the right to request that any photos/videos/phonorecordings of you or your child be removed from any of CSM's publicly displayed mediums.

Books / Curriculum

Students will most likely be using a particular curriculum or series of books to learn from. In this case, families will be asked to pay the price of the books needed. CSM receives an 8% rebate through a company called "Sheet Music Plus" at: www.Sheetmusicplus.com. Once you are on this site, go to 'Easy Rebates' and type in jestesbhcl@aol.com into the space provided and you will instantly be signed in and CSM will receive the rebate. CSM uses this money to defer the cost of recitals, special events, and upgrading our music library.

Lost and Found

Please contact Drew at studiomanager@thecatocinschoolofmusic.com if you have misplaced anything at the studios or recitals or special events/field trips. She will be happy to look through the lost and found for you.

School Ambassadors

CSM has a variety of four legged creatures that serve as our wonderful CSM ambassadors! You may run into Buster and Sunny (Mr. Wayne and Ms. Jennene's mutts). We are a pet friendly environment. Please let us know if you have any special needs in this area.

Scholarship Student Policies

- All scholarship students are required to participate in recitals each season OR they must attend one of the recitals in their area and write a one page paper on the recital for their teacher. Participation is the priority.
- Families on half scholarships or other partial scholarships may not be more than 60 days past due in their portion of tuition. Tuition past due more than 60 days will result in the student losing their scholarship.
- Scholarship students may not have more than 3 unexcused absences in a 6 month period. Excessive unexcused absences will result in loss of scholarship.
- Scholarship students are expected to be prepared in all lessons. Consistent lack of preparation will result in the student being put on probation for a 4 week period. If no improvement has occurred in the probation period, student will lose their scholarship.