

# Cypress Fairbanks I.S.D.

## Private Music Lesson Program

### General Policies

Private “one-on-one” thirty minute music lessons are offered at the school (outside of school hours) on a weekly basis. Please read the following information carefully and keep it for future reference. If you have questions about scheduling specifics, contact the music director at the school. All other questions may be directed to the district's Private Music Lesson secretary.

#### **PRIVATE LESSON BILLING OFFICE:**

Laura Bradshaw, Private Music Lesson Secretary  
Phone: 281-897-4076  
Email: Laura.Bradshaw@cfisd.net

**Enrollment Fee:** A one-time **\$25.00** enrollment fee is required to open your child's account. This account would last all the way through high school if applicable. The fee is non-refundable unless the student is never charged for a lesson. It will need to be paid by check/money order and turned in with your enrollment form.

**COST:** Tuition for lessons is **\$20.00 per 30-minute lesson** for a Level 1 teacher and **\$18.50 per 30-minute lesson** for a Level 2 teacher. Level 1 teachers have a degree or have taught privately for several years. Level 2 teachers are typically undergraduate MUSIC students at local universities. Availability of staff will determine the teacher to which your student will be assigned by the director at their school.

**BILLING:** You will receive a statement by mail each month, beginning the 2<sup>nd</sup> month after lessons start. The statement will list the current invoice along with any previously unpaid invoices. Each invoice will list the dates that lessons were taken and the total for that invoice. Please keep the top portion for your records. Statements are normally mailed by the 10<sup>th</sup> of the month and payments are normally due in the music office by the last day of the same month. Lessons are billed the 2<sup>nd</sup> month after they are taken; for instance, November lessons will be billed to you in January. Keep this in mind when calling about any details on your account.

**Report any address changes to the private lesson billing office as our system is not connected to the school's database.**

A student whose account becomes past due is subject to having their lessons stopped until such time that the account is brought current. The student will also be subjected to being added to the District's Fees & Fines list.

**PAYMENTS FOR LESSONS:** Do not send payments to the school. Payments can be made via **1) School Cash Online** ( <https://cypress-fairbanksisd.schoolcashonline.com/> ); **2) Check/Money Order/Cashier's Check** by mail; **3) Your financial institutions bill pay service**; **4) exact cash** at the music office (no change can be given).

#### **School Cash Online (1):**

If you already have a “School Cash” account, you can login and look for the “Cypress-Fairbanks Independent” tab as opposed to your student tab(s). If you click on it, the private lesson payment option will be listed.

**IMPORTANT: In order to credit your payment to the proper account, I need you to list the student full name & account number where indicated on the payment screen since the district private music lesson payment option is not linked to a student.** Also, you will be selecting the amount to pay so having your current statement with you will come in handy.

If you don't already have an account, you can create one quickly and easily. You don't need to “add students” to pay for private lessons. Just click on “I don't want to add a student” to be taken directly to the district payment option which includes private lessons.

#### **Bill Pay Service (3):**

Please make sure that your child's account number shows on the bank generated check and that the check is made payable to **CFISD MUSIC DEPARTMENT**. Allow 7-10 days for those payments to reach the music office.

**LESSON CANCELLATION:** If a lesson is to be canceled by a student for ANY reason (illness, band rehearsal, testing, field trips, etc.), please contact the private music lesson teacher directly 24 hours in advance. In case of sudden student illness or extreme emergency on the day of the lesson, contact the private lesson teacher directly as early as possible, but prior to the scheduled lesson. You should have both the phone number and email address of your student's private lesson teacher. Please contact me should you need that information. If the private teacher is **not notified at least 24 hours in advance**, the absence will be considered "**unexcused**" and you will be charged for the lesson. After three consecutive unexcused absences, your student may be dropped from the private lesson program.

**Important Note:** Do not assume that the private lesson teacher will know about illness or school related functions, such as field trips, concerts, testing, etc. that may prevent the student from being at lessons. Most of our private teachers are not aware of such activities. You must contact the lesson instructor directly regarding absences.

**TERMINATION:** The student may terminate lessons anytime by notifying the private instructor and director at the school **one week in advance**. This gives the teacher ample time to reschedule or add new students. The private lesson office should also be notified.

**PROGRESS:** If questions about the progress of the student arise, please contact the private teacher to discuss. The director at the school can also be contacted if there additional concerns. Monitor the lessons by asking about assignments made by the private teacher and by helping your child organize their time in a way in which they are able to adequately prepare for lessons. This will aid the student in making positive progress.

**ATTENDANCE:** Students may be dropped from the program or have the lesson schedule changed by the private lesson teacher for excessive absences whether they be excused or unexcused. Please discuss any scheduling conflicts or concerns with the private lesson teacher.

**EXPECTATIONS:** Expect the private lesson teacher to make weekly assignments for the student to prepare for the next lesson. A method book may be used in addition to the student's class materials. Use of excellent method books, written specifically for an instrument or voice, is important to the development of a musician. Solos and region music are examples of material that may be required. These books and sheet music should be a part of every music student's personal collection of materials.

Do not expect miracles... Do expect steady progress toward improved performance skills, which will make performing music more enjoyable by enabling the student to experience music of a more sophisticated and artistic nature.

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**ONCE LESSONS HAVE BEGUN, ASK FOR THE FOLLOWING INFORMATION FROM THE PRIVATE LESSON TEACHER OR CALL THE MUSIC OFFICE AT 281-897-4076. THIS WILL BE THE MOST EFFECTIVE WAY TO CONTACT YOUR CHILD'S LESSON TEACHER AT ANY TIME.**

TEACHER NAME:\_\_\_\_\_

TEACHER PHONE NUMBER:\_\_\_\_\_

TEACHER EMAIL \_\_\_\_\_

# **CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT**

## **MUSIC DEPARTMENT PRIVATE LESSON PROGRAM**

The Cypress-Fairbanks Private Lesson Program offers individual instruction to students enrolled in our instrumental and vocal music programs. There are certain policies which you should know and understand before your child enrolls for lessons. A summary of these policies is attached to this form. Please read the packet carefully and keep for future reference. If you have any questions pertaining to our policies, feel free to call the Private Music Lesson Office, 281-897-4076. If you need information on specific scheduling, please direct your inquiries to your student's band, choir or orchestra director.

The enrollment form and enrollment fee must be turned in prior to the first lesson. Return the bottom portion of this form with a check or money order (no cash) in the amount of \$25.00 (one-time enrollment fee) to your student's Band, Choir, or Orchestra Director.

Make checks payable to **C.F.I.S.D. Music Dept.**

**Keep Top Portion for Your Records.**

**Please Print**

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Date \_\_\_\_\_ Current grade in school \_\_\_\_\_ Student I.D. number \_\_\_\_\_ ☐

School \_\_\_\_\_ Instrument \_\_\_\_\_ or Voice \_\_\_\_\_ (check)

Student last name \_\_\_\_\_ First name \_\_\_\_\_ MI \_\_\_\_\_  
(as entered in all school records) (as entered in all school records)

Name student goes by \_\_\_\_\_ Daytime phone number \_\_\_\_\_

Billing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of parent(s) \_\_\_\_\_

**BILLING EMAIL** \_\_\_\_\_

**"I have read and I understand the attached policies concerning private music lessons."**

**Signature of parent:** \_\_\_\_\_

**Private Lesson Teacher:** \_\_\_\_\_ **ID#** \_\_\_\_\_

**(Will be assigned by your child's director)**

(office use only EFF 8-1-16)

(Office Use Only) EF ☐ EVO ☐ CCS ☐ CSM ☐

**CFISD Music Department  
Private Music Lesson Program**

**BILLING CYCLES**

<b>Lesson Dates</b>	<b>Invoice Date</b>	<b>Statement Mail Date</b>	<b>Payment Due Date</b>
6/1 - 7/31	August	September	9/30
8/1 - 8/31	September	October	10/31
9/1 - 9/30	October	November	11/30
10/1 - 10/31	November	December	12/31
11/1 - 11/30	December	January	1/31
12/1 - 12/31	January	February	2/28
1/1 - 1/31	February	March	3/31
2/1 - 2/29	March	April	4/30
3/1 - 3/31	April	May	5/31
4/1 - 4/30	May	<b>June</b>	7/31
5/1 - 5/31	June	<b>June</b>	7/31

The above listed due dates are estimates only and are subject to change.  
Please call the music office with any questions. 281-897-4076