



STUDENT/PARENT HANDBOOK

2021-2022 Academic Year

Michelle Zakharov, Director

620-229-6188 | [cms@sckans.edu](mailto:cms@sckans.edu)

8/26/2021

## **Welcome to The Community Music School at Southwestern College!**

**We are honored you have chosen CMS to further your or your child's music education.**

We highly encourage the use of this handbook in order to familiarize yourself with CMS policies. For clarification on policies or to receive more information, please call our office at 620-229-6188.

### **Community Music School (CMS) Policies**

The Director of the Community Music School has the responsibility and authority to administer the school's programs, monitor its academic and disciplinary policies, and supervise the admission and continued registration of its students. The following policies and procedures of the Community Music School have been established in order to assist quality and continuity of study. All students are required to abide by them.

#### **General Policies**

Students enrolling for individual lessons should not be studying with another individual instructor on the same instrument.

Students and/or parents have the responsibility of communicating with their teacher if an instructional, scheduling, or other problem arises. If the problem cannot be solved, the student and/or parent should contact the CMS office.

Students taking individual lessons who wish to change teachers must first notify and/or discuss any issues with their current teacher and make an effort to mutually resolve any problems. If a resolution is not found, contact the Music School Director for approval to switch.

Students must make every effort to be on time for all lessons and classes. All lessons/classes will end at the scheduled time. Faculty will wait for a student for one-third of the scheduled lesson time; students are asked to do the same in the event of a teacher's late arrival. Arrival past that time will be considered a missed lesson.

To best serve the musical needs of its students, CMS reserves the right to dismiss any student because of lack of interest or progress, frequent unexcused absences (three or more lessons), frequent tardiness, disruptive behavior, delinquency in payment of tuition, and/or failure to abide by policies by students or parents.

Music and method books are not included in tuition and the student will be required to purchase them as needed throughout the year.

Students and parents agree to accept faculty and administrative decisions regarding enrollment, financial aid, and applications of policies made under the published policies and procedures of the school.

The Community Music School Director and Dr. Timothy Shook, Music Professor and Chair for the Division of Performing Arts are, respectively, the ultimate authority regarding decisions made under the published policies and procedures of the school, unless the provisions of the specific policy of Southwestern College delegates authority elsewhere.

**The Community Music School at Southwestern College reserves the right to modify or cancel any class, lesson, or course due to insufficient enrollment or extenuating circumstances.**

## REGISTRATION & ATTENDANCE

Registration obligates the student to complete the semester (generally 15 weeks). Your registration reserves your teacher's time during the year at that specific time period each week, regardless of student non-attendance, vacation, field trips, school music obligations, sports, etc. Cases of extended illness or familial obligations will be handled on an individual basis.

A non-refundable registration fee of \$25\* is assessed once per academic year per family upon enrollment **for up to three (3) family members**. An additional family member will be assessed a \$15 fee. There is a \$40/year cap per family.

\*Please note: If enrolled in private lessons with CMS, any and all group class fees will be waived.

### **Regular attendance is expected.**

Students who are late for a lesson cannot be guaranteed their full lesson time. Faculty are instructed to wait for a student for one third of the lesson time before starting another lesson or leaving.

As a courtesy, please notify instructor 24 hours in advance of any absence. If you are unable to connect with your instructor, please notify the CMS office at [cms@sckans.edu](mailto:cms@sckans.edu) or by calling 620-229-6188.

### **Make-Up Lesson Policy**

**Student Absence:** If a student must miss a private lesson, please contact teacher 24 hours in advance, if at all possible. The teacher and student will then need to find a time to make-up the lesson at the earliest convenience. The student WILL be charged for the missed lesson. The student WILL NOT be charged for the make-up lesson. The student has one month to make-up the lesson. After one month, the lesson will be forfeited. If a student misses a private lesson and no contact was made with teacher 24 hours in advance the student will be charged for this lesson and no make-up lesson will be required.

**Teacher Absence:** In the event that an instructor cancels a lesson or class, a make-up lesson will be offered at a mutually convenient time. The instructor is required to offer two reasonable make-up date alternatives.

**Weather cancellations:** THREE snow days per student, per year, will be made up. Please note that snow days occur only when the school closes due to inclement weather.

It is the instructor's responsibility to find a mutually agreeable time to make-up a lesson that is due to weather cancellation and is arranged between the teacher and student.

Students who withdraw forfeit any make-up lessons they are owed.

Students who are unable to attend lessons/classes due to a long-term medical issue (3 or more consecutive weeks) may submit a written notification to the Music School for consideration of a credit/refund for lessons/classes missed within the relative semester.

## STUDENT WITHDRAWAL PROCESS

If a student desires to withdraw from private lessons, or if a teacher determines that it would be in the students' best interest to discontinue lessons, a notice of withdrawal must be made in writing (via email)

to the CMS office with a 2-week notice. All accounts must be reconciled and paid in full and all lesson books must be returned to teacher.

### **TERMINATION OF LESSONS**

CMS reserves the right to dismiss any student because of frequent absences, tardiness, or disruptive or injurious behavior. CMS also reserves the right to postpone or cancel any program due to insufficient enrollment. In the event that a class is cancelled, a full refund or credit will be made by CMS to student.

### **PAYMENT POLICIES**

CMS tuition is charged on a monthly basis. Invoices will be sent by the 6<sup>th</sup> of the month to the preferred family email. The balance of the account is due on the 1st of the subsequent month (NET 30 days). There is a .50/transaction fee for online payments. A student may choose to pay weekly, bi-weekly, or monthly. If a student would prefer to pay for the full semester, this is also acceptable.

#### **Tuition may be paid in one of following ways:**

**Online:** Online payments can be paid with credit or debit cards. \*Note\* there is a .50 convenience fee per transaction for use of a credit or debit card. To make an online payment, please visit:

<https://form.jotform.com/SouthwesternCollege/cms-payment>

**Mail:** Send tuition payments by check or money order to the following address:

**Community Music School  
Southwestern College  
100 College St.  
Winfield, KS 67156**

**In person:** Tuition payments by check or cash can be delivered to the CMS office or slid under the door. An envelope is provided on the table in the lobby.

**Late Fees:** Payments not received by the first of the subsequent month are subject to a \$25 late charge.

**Financial Aid:** The CMS offers a limited amount of financial aid to those who qualify. For more information about financial aid, please contact Michelle Zakharov at 620-229-6188 or click here to download an application. [Financial Aid Application](#)

**Delinquent Accounts:** CMS reserves the right to suspend or discontinue instruction of any student who is delinquent in fulfilling his/her financial obligations at any time during a semester. Students with delinquent accounts may not take a private lesson until the account is paid in full unless an arrangement has been made between family and Director.

**Lesson Renewal:** All CMS students must re-enroll on a yearly basis.

## **PRIVATE LESSON DISCOUNTS**

A 5% discount is offered for the 2nd instrument or family member for private lessons during the Fall and Spring semesters for up to 3 additional family members. These discounts apply only to families with more than one student. **Discounts not available for group classes or ensembles.**

These discounts apply to tuition only and do not apply to families who are receiving financial assistance.

## **EMERGENCY CLOSING**

Notification of CMS closure due to weather or other situations will be provided via email and a notice posted on the CMS Facebook page and Instagram account. If an individual teacher cancels, he/she will contact students directly by phone and/or email. Do not assume that CMS is closed based on public and private school cancellations.

## **STUDENT SAFETY AND PARENTAL RESPONSIBILITY**

The Community Music School considers the safety of our students a top priority. Parents are solely responsible for their child's safe arrival at the school and for picking them up at the end of the lesson. Instructors and staff are not able to supervise children before and after lessons. Parents are responsible for supervising young children in our hallways, waiting areas and bathrooms as a courtesy to instructors and other students. Parents are responsible for picking up their children promptly after lesson time. Neither instructors nor staff are responsible for supervising children outside of teaching time.

## **COMMUNITY MUSIC SCHOOL AT SOUTHWESTERN COLLEGE COVID-19 HEALTH AND SAFETY PLAN**

*(Adapted APRIL 2021)*

The Community Music School (CMS) is committed to the health and safety of its students, staff, and the community at large. These guidelines are in accordance with the local CCHD Guidelines and Recommendations. It is the desire of CMS to be in complete compliance with all federal, state, and local guidelines and requirements set forth by Southwestern College.

The safety protocols and steps outlined in this proposal will help the CMS Director and Staff to navigate an in-person music lesson process with flexibility, thoroughness, professionalism, and seriousness.

## **CLOTH MASKS AND FACE COVERINGS**

- All CMS staff will be required to wear a face mask at all times.
- Students will be required to wear a face mask upon entrance to the SC campus.
- Students will be required to wear a face mask during all private music lessons and ensembles/group classes.

## **FACILITIES AND CLEANING**

- Teachers will disinfect all keyboard surfaces before and after each music lesson.
- All students and will be required to disinfect their hands upon arrival to the CMS.
- No siblings will be permitted to wait in CMS waiting area to limit the number of people in the CMS at one time.
- Piano, strings and percussion: there will be a 5-minute waiting period between each student/class to allow proper ventilation and time to sanitize. Voice, woodwind and brass: all lessons with aerosol producing activities will be held in the rehearsal hall when available. A 30-

minute waiting period will be required between each student to allow for proper ventilation and sanitization.

- Hand sanitizer will be available for students and staff.

### **SOCIAL DISTANCING**

- When possible, a minimum of 6 feet between students will be maintained at all times.
- When possible, staff will maintain a 6-foot distance from students at all times.
- There is to be no physical contact between students and teachers (ex: handshakes, high-fives, fist bumps, etc.)

### **RECITALS AND PERFORMANCES**

Performing is an integral part of the musical experience. We host one recital a year for private students, held at the end of the Spring Semester (date TBA). Please note: Mrs. Granberry's students will have separate recitals that will be announced in early Fall and early Spring. Recitals are optional, but all school-aged students are encouraged to participate, and our faculty members help to ensure that the performance is a positive experience.

### **WAITING LIST**

If it is not possible to place a student with an appropriate teacher/class at the time of registration, students will be placed on a waiting list for that instrument or class.

If an opening occurs for that instrument or the minimum enrollment for a class is not obtained, students on the waiting list will be called to determine their interest in completing registration and enrollment.

### **2021-2022 TUITION**

#### **PRIVATE LESSONS**

##### **Level-Based Tuition**

Instructor fees are based on three different levels and will be billed accordingly.

Professional Level (SC Music Professors):	\$24 half-hour/\$48 full-hour
Community Level:	\$18 half-hour/\$36 full-hour
Student Teacher Level (SC MusicEd Majors):	\$12 half-hour/\$24 full-hour
Registration Fee per Year:	\$25/year for up to 3 family members
Each Additional family member registration fee:	\$15/additional family member - \$40 cap per family

\*Please note: Dr. Peterson's rate is \$12 half-hour/\$24 full-hour for the 2021-2022 academic year.

#### **TUITION PAYMENT FAQs**

- There is a \$25.00 fee for returned checks. If a check is returned, reimbursement must be made by money order or cash.
- Tuition from previous semester must be paid in full before students may register for the following semester unless an arrangement has been made with the teacher and CMS Director.
- The Community Music School reserves the right to require those students with a history of delinquent payments to go into a "pre-payment" status, in which the student must pay IN FULL for the entire semester and any past due balances before enrollment may continue.

## GROUP CLASSES

The following are considered “group” classes:

- **Beginning Group Piano**
- **Melody Builders**
- **Southwestern Children’s Choir**
- **Southwestern CommUNITY Percussion Group**
  - Group classes are generally 8 to 12-weeks in length and tuition varies per class. Please inquire about tuition for group classes.
  - Cost varies per class/ensemble/group. Please inquire for current rates.
  - A \$10 registration fee is assessed per family per academic year.
  - Registration fee covers up to 3 family members enrolled in CMS group classes.
  - If student is enrolled concurrently in private lessons with CMS, the group fee will be waived.
  - Early registration and payment in full will waive any registration fees. ***Deadlines to qualify for waived registration fee: Fall-September 1, 2021; Winter-January 1, 2022; Spring-April 1, 2022.***
  - Tuition for group classes are non-refundable unless classes are cancelled due to insufficient enrollment.
  - Group classes may not be prorated.

## SC PRE-COLLEGE STRING ENSEMBLES

Dr. Amber Peterson, Associate Professor of Music at Southwestern College and conductor of the South Kansas Symphony, is collaborating with The Community Music to provide a variety of ensemble opportunities for string players in 4th through 12th grades.

eStyles^	Mondays (5:00-5:45pm)	8 <sup>th</sup> -12 <sup>th</sup> grade*
Camerata^	Mondays (5:45-6:30pm)	9 <sup>th</sup> -12 <sup>th</sup> grade*
SKS Apprentices^	Mondays (7:00-9:00pm)	9 <sup>th</sup> -12 <sup>th</sup> grade*
String Builders	Wednesdays (4:30-5:15pm)	4 <sup>th</sup> -7 <sup>th</sup> grade
Williams String Quartet, Jr.^	Wednesdays (5:15-6:00pm)	9 <sup>th</sup> -12 <sup>th</sup> grade*

\*Younger students may audition to be considered for ensembles.

^Members are required to currently be in their school orchestra if available.

SC Pre-College String Ensembles membership includes:

- Free attendance at string workshops
- 2 Free tickets to all regular SKS Concerts (1 student, 1 parent)
- No participation fee for the Honor Orchestra Festival (9-12)  
(Must be nominated by school director or Dr. Peterson)
- \$100 Discount for the Summer Music Festival (9-12)
- 2-3 concerts per season

**SC Pre-College String Ensembles Tuition**

\$25 Annual Registration Fee (for up to 3 family members)

(4th family member/family - \$15, \$40 cap per family)

No additional fee for enrolling in CMS private lessons

\$40 1 ensemble per semester

\$65 2 ensembles per semester

\$85 3 ensembles per semester

SKS Apprentices - No extra charge (but must be in Camerata)

**FINANCIAL AID FAQs**

- Need-based tuition assistance is based on total household income is available to cover partial tuition expenses for families demonstrating financial need.
- Financial Aid does not transfer from year-to-year. A new financial aid application must be completed at the beginning of an academic year.
- Tuition assistance is awarded for individual lessons, classes, and ensembles.
- Assistance can be awarded for the Fall, Spring or Summer sessions.
- Tuition assistance is not retroactive.
- If a student accepts tuition assistance no further discounts apply, including the multiple child discount.



**COMMUNITY MUSIC SCHOOL CONTACT LIST**

<b>Name</b>	<b>Phone Number</b>	<b>Email</b>
CMS Office, Michelle Zakharov	620.229.6188	cms@sckans.edu
Badley, Deborah	620.262.6993	Deborah_badley@usd465.com
Granberry, Marsha	316.619.0898	mdbranberry@gmail.com
Hofmeister, Nick	620.262.7719	Nick.hofmeister@gmail.com
Kirk, Jeremy	620.870.1683	Jeremy.kirk@sckans.edu
Kirk, Nikki	620.307.6718	Nikki.kirk@usd470.com
Li, Dr. Amanda	812.369.8369	Amanda.li@sckans.edu
McMains, Julia	620.506.1655	Julia.mcmains@sckans.edu
Miller, Katie	620.491.3655	Kathleen.miller@sckans.edu
Patrick, Alyssa	785.212.1636	Alyssa.patrick@usd470.com
Performing Arts Office	620.229.6272	Miranda.hofmeister@sckans.edu
Peterson, Dr. Amber	309.738.1484	Amber.peterson@sckans.edu
SC Security	620.229.0012	security@sckans.edu
Shook, Dr. Timothy	316.259.7945	Timothy.shook@sckans.edu