



Mineral Wells Private Lessons Program General Document 2018-2019

Introduction

The goal of the Mineral Wells ISD Band Program is to provide the best learning experiences for every student, specifically, the ability to study privately with a professional instructor. The Mineral Wells Private Lessons Program will give all band students grades 6-12 the opportunity to take private lessons. Private lessons allows interested students to receive individual musical training, and, improves the performance level of the individual student, positively impacting Mineral Wells ISD Bands.

General Information

Private lessons are available for all band students grades 6-12. Private lessons are not a prerequisite for membership in any organization. The band staff is responsible for introducing the program to all students and providing them access to the current General Document, Enrollment Form and Billing/Payment Schedule.

Once each student has filed all necessary paperwork, he or she will be included on the program enrollment list and be assigned to an instructor. Students who choose to participate in the Mineral Wells Private Lessons Program are taught once per week during the music class or before or after school with the total cost for each lesson at \$16.00 per 30-minute lesson.

Basic Guidelines, Billing Structure and Scheduling Policies

Every student enrolled in the program is expected to adhere to the following general guidelines:

- a. Be present and thoroughly prepared for scheduled lessons. (This includes warming up before each lesson)
- b. Always bring all music (lesson and band) and materials to lessons.
- c. Maintain a regular independent practice schedule.
- d. Ensure that all billing and paperwork issues are resolved according to the arrangements made with the instructor.
- e. Attend all performances.
- f. Be present for all rehearsals beyond the school hours unless other accommodations have been pre-arranged with the appropriate band faculty.
- g. Remain academically eligible.
- h. Participate in fundraising activities.

Financial Considerations

These basic guidelines are in place to ensure that the Mineral Wells Private Lesson Program maintains a positive reputation with professional musicians in the area and abroad. Likewise, the following billing structure was created to reduce tension regarding financial matters:

- a. All financial transactions are the responsibility of the MWPLP instructor.
- b. Payment is to be made directly from the student to the private lesson instructor.
- c. Lessons will be billed monthly in advance of the lessons. **Refer to “Monthly Billing/Payment Schedule”**
- d. The instructor will provide each student/parent with a statement. Please pay the balance at the first lesson of each month via check or money order. All checks/money orders should be made payable to the student’s instructor.
- e. Lesson fee options:
 - Full Lesson, \$16/half-hour lesson
 - Full Lesson w/Financial Aid, \$8 from student-\$8 from Boosters
 - Shared Lesson with a partner, \$8/lesson (2 students per ½ hour lesson)
 - Shared Lesson w/Financial Aid, \$4 x 2 from students-\$8 from Boosters

Finally as a courtesy to MWPLP instructors, the band staff has created the following scheduling policies:

- a. The student will receive the MWPLP instructor’s phone number at the first lesson. To cancel a lesson, the student is to contact the instructor at least 24 hours in advance. If you have a morning emergency and if the instructor cannot be reached, contact the campus director.
- b. A student who misses a lesson without a 24-hour prior notification will be financially accountable for the entire fee for that lesson. No scholarship money will be applied to offset the cost of missed lessons.
- c. With prior notification, a student who is absent from school will be given an opportunity to schedule a makeup lesson with the instructor.

Scholarships

The Mineral Wells Band Booster Club will offer scholarships which offset the cost of the lessons for students based on merit and need. The Scholarship Application is available through the band directors. Selected students will receive a partial scholarship in the amount of \$8 dollars per lesson to offset the tuition cost of the Mineral Wells Private Lesson Program.

Requirements to Receive Financial Assistance

1. Complete and return a financial assistance form to band director.
2. Students will agree to prepare & practice for lessons as teacher assigns.
3. Students will agree to bring all necessary materials to all lessons.
4. Students will agree to be prompt, be properly warmed-up, and not miss lessons without properly notifying the private instructor before the lesson time.
5. Students will agree to enter and audition at All-Region Tryouts and to play a solo at UIL Solo-Ensemble. (Junior High-solo & ensemble contest)
6. Students will remain *academically eligible* throughout the year.
7. Students will fulfill all regular rehearsal & performance requirements of the band throughout the year.
8. Junior High students on financial assistance are expected to participate in band at the high school level.

9. **Private lesson financial assistance is provided by the Mineral Wells Ram Band Fan Club, therefore parents are expected to work at least two high school or two junior high concession stand shifts in the 2018-2019 football season or other booster events to help raise the necessary funds.**

Mineral Wells Private Lesson Program Enrollment Form

(To be completed by the parent and returned to the program director)

The Mineral Wells Private Lesson Program offers individual instruction to students who are enrolled in the Mineral Wells ISD Band Program. A copy of the Mineral Wells Private Lesson Program General Document is attached to this form. Please read the information carefully before enrolling your child and keep it for future reference. **If you have any questions, please call your students' band director.**

Use your student's legal name to complete the enrollment form. It must be returned to the band staff before your student can begin lessons. A completed copy will be returned to you once your child has been approved to begin lessons. **Please retain the attached general document for future reference.**

Please print or type.

Student's Legal Name _____ Grade _____

Father's Name _____ Mother's Name _____

Home Phone _____ Cell or Other Phone _____

Work Phone (father) _____ Work Phone (mother) _____

Mailing Address _____

City and Zip Code _____

E-Mail Address _____

School _____

I have read, understand, and agree to follow the policies as provided by the Mineral Wells Private Lesson Program.

Parent Signature

Date

Student Signature

Date

Approval Box

Instructor Assigned (To be filled out by director) _____

Instructor Phone Number and Email address _____

Scholarship Awarded _____

MWISD Band Staff Initials and Date _____

MWISD Band Boosters Initials and Date _____



Mineral Wells Private Lesson Program
Monthly Billing/Payment Schedule
 2018-2019

* Lessons will be available beginning Tuesday, September 4, 2018 at the earliest.

Parents Should Receive a Bill	Payment Date
Week of September 3, 2018	Week of September 10, 2018
Week of September 24, 2018	Week of September 31, 2018
Week of October 29, 2018	Week of November 5, 2018
Week of November 26, 2018	Week of December 3, 2018
Week of December 17, 2018	Week of January 7, 2019
Week of January 28, 2019	Week of February 4, 2019
Week of February 25, 2019	Week of March 4, 2019
Week of March 25, 2019	Week of April 1, 2019
Monday, April 29, 2019	Week of May 6, 2019

- Bills from instructors should contain the date of the lesson and the amount owed for the lesson.
- Bills presented to students/parents should be accurate according to what they actually will owe for the coming month. For example, if a student is on scholarship, the bill presented on September 4th should be in the amount of \$32. It is the responsibility of the MWPLP Instructor to submit the remittance form to the band staff on the billing date in order to receive the remaining \$32 from scholarship funds.
- While students/parents are billed in advance, billing to the Mineral Wells ISD Band Boosters for scholarship purposes occurs **after** services have been rendered.
- Billing is at the discretion of the MWPLP instructor concerning unpaid balances.
- As a reminder, **checks should be made payable and given directly to the MWPLP Instructor.**

