



ROCKLIN MUSIC ACADEMY

REGISTRATION AND POLICIES

Student Names:

1 _____ 2 _____ 3 _____ 4 _____

Mother's Name/Legal Guardian _____

Father's Name/Legal Guardian _____

Address _____ City _____ Zip _____

Cell (to send SMS) _____ Phone 1 _____ Phone 2 _____

Email 1 _____ Email 2 _____
(1 email required for Academy communication)

How did you hear about us? _____ Do you have a Coupon Referral Gift Certificate

Classes Offered:

Classes Offered:	Weekly Time	Ages	Monthly	#Students	(Admin)
Private Lessons In-Person or Online	30 minutes	Age 3+	\$150	_____	\$ _____
Group Music: Semester Rate	60 minutes	Age 6+	\$330	_____	\$ _____
Group Music: guitar, ukulele, violin, voice (monthly)	60 minutes	Age 5+	\$85	_____	\$ _____
Piano Clubs - free practice and performance	60 minutes	Age 7-12	\$90	_____	\$ _____
Music For Little Mozarts Class (TK-K)	45 minutes	Age 4-6	\$85	_____	\$ _____
KiddyKeys Preschool Music Class	30 minutes	Age 3-4	\$75	_____	\$ _____
All-City Band, Strings / Session (\$75 monthly)	90 minutes	GR 4-12	\$300	_____	\$ _____
All City Chorus Kinder/Elementary Semester (\$65/mo)	60 minutes	Age TK-6	\$260	_____	\$ _____
Enrollment Fee (once scheduled) \$55 per student				_____	\$ _____
Annual materials \$25 per student					\$ _____
Instrument Rental for Band (\$30-35/month)					\$ _____
Who may we thank for referring you? _____				+ \$25 x _____	\$ _____

We love referrals! A \$25 VISA gift card will be mailed to you after each new student completes their first month of lessons.

Enrollment includes the First Set of Books, Tote, Notebook, Wristband for 100 Days of Practicing Achievement Award.

Charter School (name, if applicable) _____ Your Teacher Name: _____
Vouchers or certificates can be for one or more months. Please attach your signed voucher to this form or email the PO or voucher screenshot to Accounting@rocklinmusicacademy.com. Teacher's Email: _____

Payment Method: **Circle One** Credit Card ACH(auto draft) Cash School Voucher

Members receive a TeacherZone Account for parents and students. Your TeacherZone account shows attendance, assignments, billing and studio/parent/teacher/student correspondence for your reference. Billing is completed on the 28th for the upcoming month. A Late Fee of \$25 is added for any payment after the 1st. On the 5th, lessons are suspended until the account is current. Student may need to re-enroll, pay registration, and lesson time may not be held. If you enrolled with charter funds, you are responsible for the balance due for the full month if our invoice is declined by the school due to cancellation, disenrollment, or insufficient school funds, within 7 days.

Personal Injury Release: Students and their families will not take legal action against Rocklin Music Academy or its staff, and will hold all parties blameless for any injury sustained by any family member on Academy property or venue resulting from any and all activity before, during or after lesson time. The Academy is not responsible for providing before or after lesson care for students and/or their siblings. You assume all personal liability while participating in or attending Rocklin Music Academy sponsored events, regardless of location.

From time to time, Rocklin Music Academy produces and publishes images or videos of student performances, awards and school activities, online and/or in print, for promotional purposes. By attending the Academy and events, you give express permission to use your name and likeness. The Academy retains rights to all content it produces.

By signing below, you have read and agree to the Academy policies.

Student (age 18+), Parent, or Legal Guardian Signature

Date

Staff Filed _____
Date _____

Rocklin Music Academy Policies

Welcome to the Academy! Lessons are held year-round. Membership is calculated for the full year and billed monthly. We want you to get the most from your membership. We have scheduled student contests, events, and recitals that are at no additional cost. Every student has the same number of instructional weeks. Monday lessons are held on most holidays. Refer to the Annual Calendar online or on-site. We do not provide lessons on scheduled closed dates.

Class descriptions are online at RocklinMusicAcademy.com. New class sessions will be added based on student need and teacher availability.

Monthly Studio Membership is All-Inclusive and includes more than just your personal lesson time:

- Experienced, caring instructors who are invested in your child's weekly success
- Music Binder, notebook, pencils, Academy tote bag, 100 Days wristband
- Most students consume \$50 of music per year. We keep costs minimal by using online content as well as printed music.
- Licensed/Copywritten curriculum costs, sheet music, practice recordings, supplemental theory lessons, technical exercises, enrichment curriculum
- Musical Celebrations (recital concerts) are scheduled throughout the year, included with registration
- Subscription to music clubs & associations which keep your instructors current on best practices for teaching
- Equipment maintenance, software licensing, overhead (facility, taxes, insurance, paper, office machines/phone)
- Online lesson or email assignments for same-day illness or cancellation
- Group Make Up lessons, scheduled online. Can be done ahead of scheduled absence.
- Weekly prize wheel and achievement awards throughout the year.

Practice Time - Just play – every day!

Frequency is key to fluency, so practice as much as possible. We are encouraging this habit by promoting the 100 Days of Practice program. 10-15 minutes is enough time to master one objective if students practice correctly. Ask your kids to show you their notes and ask what goals they are working toward. Celebrations, Service Concerts, and Contests are perfect practice incentives.

- **Piano** students should play at home daily. Most practice will be done in class and home playing is for mastery.
- **Vocal and Instrumental** students should sing or play at home for 45-60 minutes a week. Refer to your notebook for specific at-home goals and notes.
- **Music for Little Mozarts and Kiddy Keys Classes**
Students should have a small keyboard at home to play games and review concepts between classes. What We Did in Class take home sheets will have weekly activities and report on activities completed at lessons.
- **All City Music**
Students will set weekly and monthly practice goals using and materials provided. Collaborative and individual work is part of this program. Weekly rehearsals and local performance attendance are required. This is a year long program.

Lesson Preparation

- Wash hands before or when you enter your session. Tissues and sanitizer are available.
- Bring your notebook, sheet music, and books to every lesson.
- Alternate materials will be used as needed if students arrive without supplies.

Lesson Etiquette

- Please do not enter the lesson room if lessons are in progress. Wait on the chairs at the entry, or wait outside.
- Please do not accompany your student into the lesson unless they are under 5 years of age, after their first lesson.
- Late arrivals will receive instructional time until the end of the regular appointment.
- Text the director to communicate during teaching hours if you are coming late or need to cancel. 916-300-2947.
- Students who are visibly ill will be sent home immediately. See sign at front. No make up appointment will be offered.
- After-hours messages/emails will be answered the next day.
- Teachers are not able to collect payments nor respond to billing and policy questions. Please contact accounting@rocklinmusicacademy.com.
- Timely student pick up is required. We assess a \$10 fee for pickups completed exceeding 5 minutes past the scheduled end time, billed with the next tuition payment. Please enter the building to pick up your children.

Achievement Awards: We love to reward students for significant and small goals. We award colored wristbands, certificates, and trophies for musical achievements and advancement to new books. Goals are set by the teacher and tailored to the ability of the student. Trophies are earned by continuous enrollment for musical study at Rocklin Music Academy, starting at 6 months, through five years. If you disenroll, your progress is lost and your student will start over when you re-enroll.

Events: Refer to the Academy Calendar. Register through SignUpGenius. Please ask if you need help. Reminders are sent via text.

Referrals: Our student families are our best source of new students. When friends join the Academy, your student will receive their choice of Thank You gifts: movie tickets or gift cards. We have a Referral Certificate for you for \$25 to Amazon or Visa. Go ahead, share the fun!

Musical Celebrations: We have live Celebrations scheduled. We encourage all students to perform and support other performers. These are included free with your membership, and we encourage guests! Register via SignUpGenius links via email.

Contests: We want you to participate! Student achievement contests will be announced via newsletter and Facebook page. Our contests are for all students. Awards are given at events and can be picked up at the site.

Specialty Camps: Try something new, bring a friend! We offer short-term camps during scheduled school breaks. Academy members get priority enrollment and a buddy discount if 2 or more register together. Camp dates are on the Academy Calendar. Camps are open to non-academy members at a higher rate.

BAND/STRINGS - Instrument Rental is available. Rates vary \$30-35/month depending on instrument. You can choose to rent for the academic year, or rent-to-own. Ask for a rental at registration.

Attendance: We hold your appointment for you regardless of attendance. Please notify the Academy 24 hours in advance, and by 9am on the lesson day in case of illness. Text 916-300-2947/director. We offer an online Zoom lesson during your regular class if you are sick or someone at home is ill, or you can register for a group make up via our website. No-show and late cancellations will not receive a make up. We do not process refunds for missed or cancelled lessons. Please schedule other activities with this in mind.

Make Up options: We offer unlimited make ups within 60 days. You can receive an email assignment the week of your missed class or you can register for a group make up class held on Saturdays. Schedule using the Calendly link found on Resources Tab.

Group Make Up. Make up lessons may include music lab/theory & performance activities, may be multi-instrument, and are not private lessons. You may not receive instruction from your regular teacher during a make up class.

Make Up Attendance: You can complete make up lessons before or after your scheduled absence. The teacher will report weekly attendance.

Guest Student Option - Can't attend lessons and you don't want to lose your prime appointment time & day, or teacher? We cannot hold your lesson time and teacher if you put your lessons on pause. However, you can choose to give your lesson appointment to any friend, neighbor, or relative (a Guest Student) and you will keep your lesson time and teacher during your absence. This works well if you have an unexpected break or a planned vacation (long break). Teachers cannot arrange this for you.

To Assign a Guest Student: Email Admin@rocklinmusicacademy.com We will send your Guest Student a Registration form and place them in your lesson slot. The Guest Student must complete our Registration process prior to attending any lessons. Your billing plan will continue unchanged. If your Guest joins the Academy for regular lessons, you get a \$25 referral gift card after their first paid month. It's a win-win!

For a Teacher Absence: We will make every effort to get a guest (Sub) teacher to provide your scheduled lesson. If no sub is immediately available, you will receive a live or online 1-on-1 make up lesson, scheduled through the Director. You may not receive instruction from your regular teacher. Lessons will continue on your weekly scheduled day and time.

Enrollment: Enrollment is monthly. If you choose to disenroll for breaks, you will be charged the enrollment fee when you resume lessons.

Disenrollment Contact the Director with any change requests. Notice to the teacher is not accepted as official notice to the Academy, and it will not affect your enrollment or billing status. Notify the Director at least 30 days prior to the date you desire to withdraw. Email director@rocklinmusicacademy.com to notify the academy. This gives us time to notify the teacher, give proper closure/wrap up for student and teacher, and to discontinue your monthly billing. You can continue attending until you complete all paid lessons. No refunds will be given for unused lessons after disenrollment, but you can gift lessons to an enrolled student. Vouchers must remain current. If you exceed the paid amount on the voucher, you are responsible for payment regardless of your school's voucher policy.

We love to hear from you! Please email or call any time.

Krista Johnson, Director
916-300-2947
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