



# 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 studio communication)

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

Classe Offered: # are you enrolling for each:	Weekly Time	Ages	Monthly	#Students	(Admin)
Private Lesson @ Academy	30 minutes	Age 3+	\$130	_____	\$ _____
Private In-Home Lesson	30 minutes	Age 3+	\$150	_____	\$ _____
Group Music – Instrumental or Choir	60 minutes	Age 5+	\$130	_____	\$ _____
Group Piano – KeyNotes	45 minutes	Age 6-11	\$95	_____	\$ _____
Group Piano – Little KeyNotes	30 minutes	Age 4-6	\$60	_____	\$ _____
Music Explorers - KiddyKeys	30 minutes	Age 3-4	\$60	_____	\$ _____
Piano Club (recreational music, teens & adults)	45 minutes	Age 10+	\$95	_____	\$ _____
Ultimate Music Theory Club (all levels/RCM/ABRSM)	60 minutes	Age 9+	\$125	_____	\$ _____
Registration Fee (one time)			\$35	_____	\$ _____
Annual materials/book fee per student (at enrollment)			\$20	_____	\$ _____
12 Month Premium PianoMarvel Subscription (\$45 /Sept. and March)			\$90	_____	\$ _____
Prorated Tuition/Piano Marvel at Enrollment Due at Registration			\$ _____	_____	\$ _____
Referral Gift to Referring Student (name) _____			+\$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.

Registration Fee: a one-time registration of \$35 is due with enrollment. If you disenroll, you will pay the fee when you re-enroll.

Charter School (name, if applicable) \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Vouchers or certificates can be for one or more months. A screenshot of the certificate order, or signed voucher in hand, is required before the student can attend the first class/lesson. Please attach your signed voucher to this form or email a certificate screenshot to [director@rocklinmusicacademy.com](mailto:director@rocklinmusicacademy.com). Per new charter school policy, \$20 monthly travel cost for at home lessons is paid privately through TeacherZone.

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. TeacherZone will send you CC enrollment through a secure third party biller. Billing is completed on the 28<sup>th</sup> for the upcoming month. A Late fee of \$25 is added for any payment after the 1st. On the 7<sup>th</sup>, lessons are suspended until the account is current. A student may need to re-enroll, pay registration, lesson time may not be held.

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 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 school 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 understand and agree to the policies attached. Updates to policies will be emailed as they occur.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Filed Date

Welcome to the Academy! Lessons are held year-round. Membership is calculated for 48 weeks of instruction. We want you to get the most from your membership. We have scheduled student contests and events, and free recitals (Musical Celebrations). Monday lessons are held on most holidays. Closed days are in grey. Refer to the Annual Calendar online. We do not make up lessons for scheduled closed dates.

Class descriptions are online at [RocklinMusicAcademy.com](http://RocklinMusicAcademy.com). We are open all year. New Group classes are dependent on enrollment. New sessions will be added based on 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
- Studio Binder, notebook, Academy tote bag
- 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, free to students
- Time and expense spent preparing lessons, events, gathering materials and producing handouts
- 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/video make up or email assignments for same-day illness or cancellation
- Group Make Up lessons, scheduled at the front desk. Can be done ahead of scheduled absence.
- Guest Student policy lets you keep your time and teacher during an absence of 30 days or more.
- PianoMarvel Subscription. 30-day free account set up. Students can order the Annual Premium subscription at a discount. We will link your account to your teacher. Annual accounts are for piano students. Use is encouraged but not required.

**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. 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. Ask your teacher to record reminder/practice videos at the end of the lesson if needed.

- **Piano** students should play at home 45-60 minutes a week. Most practice will be done in class and home playing is for mastery. PianoMarvel is used during lessons as part of our musicianship goals. We will use the SASR and Method/Technique to build ear training, theory, technical exercises, and sight reading skills during lessons at the Academy. You do not need to have a subscription at home to use it on site.
- **Vocal and Instrumental** students should sing or play at home for 45-60 minutes a week. Read your notebook for specific at-home goals. Contact your teacher or send short videos for feedback during the week, if needed. Performances are scheduled year round.
- **KiddyKeys and KeyNotes** 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 assignments and report on activities completed at lessons.
- **Piano Club/Recreational Music** students do not require daily practice. Home playing should be for enjoyment, as time allows. Just play and "noodle"! Get creative and show the group what you can do!

### Lesson Preparation

- Wash hands before you enter the Academy. Tissues and sanitizer are available.
- Bring your supplied folder, notebook, sheet music, practice log, and books to every lesson.
- Alternate materials will be used as needed if students arrive without supplies.

### Studio Etiquette

- Please do not enter the lesson room if lessons are in progress. Wait on the chairs at the entry, or just outside the room.
- Late arrivals will receive instructional time until the end of the regular appointment.
- Text your teacher to communicate during teaching hours if you are coming late. Contact the Director for cancellations.
- Students who are visibly ill will be sent home immediately. 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 [director@rocklinmusicacademy.com](mailto:director@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 you will start over.

**Events:** Register for Musical Celebrations (recitals) and calendared events through SignUp Genius. Please ask if you need help.

**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, including movie tickets, local entertainment center passes, etc. We have a Referral Certificate for you for \$25 to Amazon or Visa. Go ahead, share the fun!

**Musical Celebrations:** We have themed 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 in our monthly newsletter.

**Contests:** We want you to participate! Student achievement contests will be announced via newsletter and Facebook page. Our contests are for all students and will be October, December 2019 and March 2020. Sign up for contests and track progress with your teacher during your lesson time.

**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.

**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. No shows will not be made up. We do not process refunds or credits for missed or cancelled lessons. We do not offer in-home make up lessons. Please schedule other activities with this in mind.

**Make Up options:** We offer unlimited make ups! You can receive a video/email assignment, or you can schedule a group make up class at the Academy. Tell your teacher which option you choose when you call in ill or cancel. No-shows do not receive a make up.

1-Video/Email assignments. Parent agrees to send a copy/photo of the student notes from the previous lesson to the teacher for reference of lesson/make up content. Students can send a short video showing their progress within 24 hours of missed lesson. Students will receive a video link/email assignment within 48 hours of receipt from parent of student. If a parent does not send lesson notes within 24 hours of cancellation, the student will receive appropriate level activities via email from the instructor, and lesson time will be marked as attended.

2-Group Make Up. Call the Academy 916-302-3039 or email [director@rocklinmusicacademy.com](mailto:director@rocklinmusicacademy.com) as soon as you miss your regular appointment and schedule a Group Make Up class. 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 attendance.

**For a teacher absence:** We will attempt to get a sub teacher to provide your scheduled lesson. If no sub is immediately available, a video or email lesson will be sent within 24 hours, from your teacher or a sub (emergency/illness). Student/parent can email or send a video for feedback. Lessons will resume the following week. You can request a live make up by scheduling at the front desk. You may not receive instruction from your regular teacher.

**Enrollment:** Enrollment is monthly only. If you choose to disenroll for breaks, you will be charged the Registration fee when you resume lessons. We do not refund for cancelled lessons. If you use charter funds, you agree to pay for the balance due for the full month if our invoice is declined by the school due to cancellation, disenrollment, or insufficient funds.

**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 disenroll or stop regular attendance. 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. Teachers cannot arrange this for you.

**To Assign a Guest Student:** Please contact [director@rocklinmusicacademy.com](mailto:director@rocklinmusicacademy.com) to request the Guest Student form and provide contact information for the Guest. We will send you a Guest Student form and a Registration form to the Guest. 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!

**Disenrollment** Contact the Director for any changes: [director@rocklinmusicacademy.com](mailto:director@rocklinmusicacademy.com). 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](mailto:director@rocklinmusicacademy.com) and submit the Disenrollment form to the front desk. 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, but you can gift lessons to an enrolled student.

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

Krista Johnson, Director  
916-300-2947

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