

# POLICY AND PROCEDURES

## LESSON TIMES

STUDENTS ARE TO ARRIVE 10 MIN BEFORE THEIR LESSON TIME. IF YOU'RE GOING TO BE LATE, PLEASE CALL THE STUDIO OR INFORM YOUR INSTRUCTOR BY TEXT MESSAGE. MISSED LESSONS ARE NOT GUARANTEED, BUT THE INSTRUCTOR WILL DO THEIR BEST GETTING THE LESSON MADE UP WITHIN THE SAME MONTH. MISSED GROUP LESSONS CAN NOT BE MADE UP DUE TO THE NATURE OF THE CLASS. PLEASE REMEMBER THAT LESSON TIMES ARE ONLY GUARANTEED FOR THAT MONTH'S PAYMENT BEING MADE.

## PAYMENTS

PAYMENTS ARE TO BE MADE ON THE 1ST OF THE MONTH IN FULL. PAYMENT METHODS WILL BE AS FOLLOWS: VENMO(@NHMS175) CHECKS MADE OUT IN THE STUDIO NAME (NEW HORIZON MUSIC STUDIO), OR I CAN SET UP AN INVOICE. IF YOU HAVE ANY ISSUES WITH PAYMENT, PLEASE SPEAK WITH MR. CLARKSON SO THINGS MAY BE WORKED OUT RESPECTFULLY. LATE FEES WILL ACCRUE 5 DAYS AFTER THE 1ST OF THE MONTH WITH A CHARGE OF \$15 PER DAY. IT'S IMPERATIVE THAT PAYMENTS ARE MADE EVERY MONTH!!! IF YOU ARE GOING TO BE OUT FOR A MONTH OR MORE, PLEASE NOTIFY THE STUDIO 30 DAYS IN ADVANCE BY FILLING OUT A LEAVE OF ABSENCE FORM.

## AUDITIONS, CONCERTS, AND RECITALS

NEW HORIZON MUSIC STUDIO SUPPORTS AND PARTICIPATES IN A NUMBER OF AUDITIONS, CONCERTS, AND RECITALS. WE ENCOURAGE ALL STUDENTS TO PARTICIPATE IN THESE EVENTS AS THEY HELP BUILD CHARACTER, CONFIDENCE, AND MUSICIANSHIP AS A PLAYER. SOME WILL BE MANDATORY AND HAVE REGISTRATION FEES, WHILE OTHERS WILL BE SUBJECTIVE BASED ON THE EVENT. MIDDLE AND HIGH SCHOOL AUDITIONS FOR REGION AND STATE WILL BE ASSESSED BY THE STUDENT'S INSTRUCTOR AT NEW HORIZON MUSIC STUDIO IN CONJUNCTION WITH REQUIREMENTS BASED ON THE STUDENT'S ORCHESTRA CLASS AND TEACHER.

## TERMINATION POLICY

NEW HORIZON MUSIC STUDIO LESSONS ARE DONE ON A MONTH-TO-MONTH BASIS, UNLESS SPECIFIED FOR A PARTICULAR CLASS YOUR STUDENT HAS SIGNED UP FOR WHEN STARTING LESSONS. YOU MUST GIVE THE STUDIO AT LEAST 1 MONTH NOTICE BEFORE NO LONGER CONTINUING LESSONS UNDER THE STUDENT'S INSTRUCTOR AT NEW HORIZON MUSIC STUDIO, IF NOT THAT FOLLOWING MONTHS LESSON WILL BE CHARGED.

## ILLNESS

STUDENTS ARE ASKED TO STAY HOME AND NOT DO IN PERSON LESSONS IF THEY ARE SICK IN ANYWAY DUE TO THE COVID-19 PROCATIONS. LESSONS WILL BE DONE VIRTUALLY USING THE PLATFORM FACETIME OR ZOOM. STUDENTS WILL NEED TO DOWNLOAD THE APP. AND CAN DO THEIR LESSON ON THEIR MOBILE DEVICE, LAPTOP, OR DESKTOP COMPUTER. THE STUDENT'S INSTRUCTOR WILL SEND OUT AN INVITE VIA EMAIL FOR THEM TO ACCESS THE LESSON. IT IS ENCOURAGED FOR THE STUDENT TO HAVE HEADPHONES READILY AVAILABLE SO THAT INSTRUCTOR AND STUDENT CAN INTERACT AT THE SAME TIME DURING THE LESSON.

## SOCIAL MEDIA POST

NEW HORIZON MUSIC STUDIO WILL ACTIVELY ENGAGE IN SOCIAL MEDIA PLATFORMS SUCH AS, BUT NOT LIMITED TO: FACEBOOK, INSTAGRAM, AND LINKEDIN.WE UNDERSTAND THE LEVEL OF EXPOSURE THE STUDIO WILL GAIN IN THE POSITIVE TOWARDS THOSE THAT WISH TO SUPPORT FROM AROUND THE WORLD. WITH GIVING SPECIAL ACKNOWLEDGMENTS, AWARDS, AND EVEN HOLDING DISCUSSIONS WITH STUDENTS AND INSTRUCTORS ON THESE PLATFORMS, WE BUILD GREATER RELATIONSHIPS THROUGH OUR MUSIC. PICTURES, PLAYING EVENTS/RECITALS, CONCERTS WILL ALL BE PLACED ON THESE PLATFORMS!!

## BEHAVIOR

STUDENTS ARE TO CONDUCT THEMSELVES WITH THE UTMOST RESPECT AT NEW HORIZON MUSIC STUDIO AND TO THE INSTRUCTOR'S TEACHING THEM. FOUL LANGUAGE, BAD ATTITUDES, THROWING ANY OBJECTS AND ECT... WILL NOT BE TOLERATED AND DEEMED FOR REMOVAL FROM THE STUDIO INDEFINITELY.

IF YOU HAVE ANY CONCERNS, PLEASE CALL THE STUDIO AT:  
NEW HORIZON MUSIC STUDIO: 254-245-9751  
MR. JAMES L CLARKSON: 254-813-5553

**By checking the Check Box you are agreeing to our Policies & Procedures and is the same as you accepting with your signature.**