



# DALLAS ACADEMY OF MUSIC AND PERFORMING ARTS.

## **Policies and Procedures**

### **ADMISSION PROCEDURES**

New students and their parents are invited to attend an admissions interview or consultation phone call with the Dallas Academy of Music and Performing Arts. The consultation provides an opportunity to ensure appropriate student placement, scheduling, and orientation to the program. School policies and procedures will be reviewed at this time. \_\_\_\_\_

### **ENROLLMENT**

DAMPA operates year round, Fall, Winter, Spring, and Summer. When you enroll, there are no lengthy contracts; However, we expect your commitment will be for the year. In the case of unforeseen circumstances in which lessons must be terminated, 3 weeks advanced notice must be given. Registration will be completed online. The office is available during business hours to assist with the process. Priority Registration for current students and families will be in April for the following FALL. \_\_\_\_\_

### **TUITION**

Tuition is to be paid prior to the start of lessons and we bill on the first day of each month. There are no long-term contracts or semester plans at DAMPA. We operate year round just like any other business. We bill monthly by auto-billing. If you wish to stop your lessons or pause your lessons, as a courtesy, we require a 3-week advance written notice. The day that you sign up for or book lessons, is the day that your auto-billing begins. You are billed for 1 lesson per week for the month. We accept Visa, Mastercard, American Express and Paypal. Any workshops, performance opportunities, festivals, competitions, guest performances, and master classes are encouraged and will have additional registration costs. Registration for these events is non-refundable. Sheet music and lesson books will also be additional and will be billed accordingly.

\_\_\_\_\_

### **FUNDS UNAVAILABLE FEE**

In cases that a payment card has been charged but declined, a \$25.00 late fee will be added to your account if the account cannot be reconciled within 5 days of the initial attempt. \_\_\_\_\_

### **CANCELLATIONS AND MAKEUPS**

For any lesson missed by a teacher, we will attempt to provide a substitute teacher. If a substitute teacher is unavailable, a private makeup lesson with the teacher will be scheduled promptly. For any private lesson missed by a student, DAMPA offers makeup lessons on Sundays only. To sign up for a makeup lesson, contact the office for a date and time. As a courtesy to the teachers, we require a minimum 24 hour notice for cancellation. If a lesson is cancelled less than 24 hours in advance, that will be



# DALLAS ACADEMY OF MUSIC AND PERFORMING ARTS.

considered a No Show and the lesson will not be made up. Group lessons and classes cannot be made up. All students and parents should complete the Absentee Form on our website homepage if you will be absent from a Group class. \_\_\_\_\_

## **LATE ARRIVAL**

Please make every effort to arrive at your scheduled lessons on time or call if you see that you will not be there on time. If you arrive late, your instructor will do their best to work within the time that is left, however, please understand that due to scheduling constraints, we will not extend the lesson beyond our originally scheduled time. No make-up lessons will be given for late arrivals. No tuition deduction will be made for missed time due to student late arrival. Teachers are not required to stay on campus past half of a missed lesson time. \_\_\_\_\_

## **SCHOOL YEAR CALENDAR**

Our Public DAMPA calendar can be viewed online and Events are listed on the DAMPA website. \_\_\_\_\_

## **SCHEDULE**

Lessons and classes are held according to our published calendar. You will have the same lesson appointment time each week. If your lesson falls on a holiday and the office is closed, your teacher will do their best to reschedule the lesson on the Sunday make up lesson day.

Any permanent schedule change requests must be made by calling the office. Please limit lesson changes to no more than 3 times per calendar year. Group classes must meet their minimum enrollment to continue on the schedule. \_\_\_\_\_

## **ILLNESS**

The school follow the same policy as the public school district in regards to illness. If a student has not attended school for the day due to illness, they will not be able to attend their lesson at DAMPA either. Please keep your child home if they have symptoms of illness such as fever, rash, runny nose, vomiting, diarrhea, body aches, coughing, etc. To return to lessons or classes, it is asked that the child be free of symptoms for 24 hours. Germs are passed to one another very easily and we want to keep our students and teachers well! Your help with this is appreciated! \_\_\_\_\_

## **SCHOOL ETIQUETTE: WAITING ROOM, DROP OFF, AND PICK UP**

The Waiting room area is provided as a courtesy to the students and it is expected that everyone wait quietly without disturbing ongoing lessons. Please be aware that the waiting room is not supervised and the DAMPA Staff are not allowed to care for children before or after their lesson times. Please make sure to drop students off no earlier than 10 minutes prior to their lesson and to pick them up promptly.



# DALLAS ACADEMY OF MUSIC AND PERFORMING ARTS.

Children must wait for their parents to pick them up inside the school. Please do not ask them to meet you elsewhere. DAMPA assumes no responsibility for children who leave unaccompanied.

No child age 5 or under may be dropped off. \_\_\_\_\_

## **DISCONTINUING LESSONS**

To discontinue lessons and to discontinue charges to your account, please fill out the withdrawal form 3 weeks before your last lesson. We do not prorate tuition for the last month's lessons. Students will be responsible for their last month's tuition whether or not they attend lessons. \_\_\_\_\_

## **PERFORMANCES**

Performances are available for each level of study at DAMPA. Students prepare in advance for some of these events and parents and family are welcome to attend. Dates for all events are posted in advance on our website. Students register to participate by completing the appropriate form by the deadline (available from your teacher). We encourage all students to participate in our very popular performance events. Working toward a goal creates student motivation and progress! \_\_\_\_\_

## **SUMMER VACATION**

DAMPA operates year round and does not close for the summer. We are happy to offer makeup lessons for our students and summer makeups can be coordinated with your teacher. If you are taking a month off for vacation and want to resume the next month, your tuition is still due on the first of the month to reserve your lesson space. The lessons for the month you missed can be made up when you return from vacation. In the event that you cancel your lessons and plan to return, DAMPA cannot guarantee your preferred time or teacher. \_\_\_\_\_

## **CARE OF STUDENTS**

The school is not responsible for providing before or after care for students. Parents with children who are in diapers or potty training **MUST** remain in the school lobby/classroom during the classes. Students are not to be left in the school for excessive time periods before or after their lessons. Diapers must not be disposed in any waste baskets. All soiled diapers must be taken home. \_\_\_\_\_

## **OPEN DOOR POLICY**

Parents are always allowed to sit in on lessons. We have an open door policy for lessons. All lesson rooms have large glass doors and all of our teachers and staff have been background checked for your safety.

If you are having lessons for your child in your home, an adult from your family must be present and supervise all lessons. \_\_\_\_\_



# DALLAS ACADEMY OF MUSIC AND PERFORMING ARTS.

## **INJURIES**

Parents, legal guardians of minors, students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or any other activity conducted by the students or siblings before, during, or after lesson time, including hearing loss or hearing damage. Dallas Academy of Music and Performing Arts is not responsible for any damage done to vehicles or items stolen from vehicles. \_\_\_\_\_

## **MATERIALS OR LESSON PAYMENTS**

Payments for lessons or lesson materials are to be made through our registration office only. If you have any questions please call the school and speak with our front office team. \_\_\_\_\_

## **SIBLING DISCOUNTS**

For Group Courses that have monthly billing, when enrolling two or more students (for the same class), we are happy to extend a sibling discount that covers one full month of classes for one child. For Group Courses that do not have monthly billing, when enrolling two or more students, we will waive the registration fee for the second child enrolled. At this time, we do not provide a sibling discount on private lessons. \_\_\_\_\_

## **ETHICAL PRACTICES:**

Please respect the School's investment in the training of and goodwill of our faculty. In return of DAMPA providing private instruction in music, voice, acting or dance to the student, under the terms and conditions set forth herein, student agrees not to, directly or indirectly, hire or retain the services of the School's teachers for instruction in a student's home or outside DAMPA during the period of instruction and for 12 months thereafter. Students who do not honor this provision agree to pay a placement fee to DAMPA in an amount equal to the average weekly fee received or to be received by DAMPA from student for instruction multiplied by 48. DAMPA and student agree the amount of the placement fee shall be calculated on a per-student basis and represents the total damages per student recoverable by DAMPA if there is a breach. \_\_\_\_\_

## **PHOTO/IMAGE RELEASE**

DAMPA Events, Activities, and Awards are well documented both through film and picture. These images may be used by Dallas Academy of Music and Performing Arts for advertising and promotion of the school, including DAMPA social media. You will be given an image waiver if you agree to allow your child's image to be used responsibly by DAMPA.

If you do not wish for your student's pictures to be used, do not sign the waiver and please alert the office. Your child will be placed on the NO IMAGE list and we will ensure that no pictures of them are used during our advertising and promoting. \_\_\_\_\_



# DALLAS ACADEMY OF MUSIC AND PERFORMING ARTS.

## **HOME PRACTICE**

The Musical Ladder Achievement System is our unique system that rewards students with awesome bracelets when they reach certain goals like passing tests, or taking lessons for a certain amount of time. This system is proven to give students the right amount of positive reinforcement and the motivation to excel in their lessons and at their craft. Plus, they are super cool - it is a pretty big deal at DAMPA to show off the progress you're making and flash a new band to prove it! More importantly when our students have a test or a milestone coming up, they practice more, their parents are proud, their teachers are proud, they are proud, and everybody wins.

Students will be given a student notebook at their first lesson. All books and materials and assignments will need to be kept in this notebook and brought to and from their weekly lessons. It's very important that these notebooks are brought to your child's lesson every time they have a lesson scheduled. \_\_\_\_\_

## **PARENT CONFERENCES**

Time is set aside at least twice a year for Parent/Teacher Conference and to visit with faculty regarding their child/children's progress. Please call the office to schedule a meeting with the Director. \_\_\_\_\_