



# HEADWATERS MUSIC & ARTS

## Headwaters Music Program 2019-2020 Registration Form

Headwaters Music & Arts | 519 Minnesota Ave NW | Bemidji MN 56601 | 218-444-5606  
[headwatersschool@yahoo.com](mailto:headwatersschool@yahoo.com) | [www.headwatersmusicandarts.org](http://www.headwatersmusicandarts.org)

Student Name

Date of birth (if under 18)	School	Grade (2019-2020)
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Address

City:	State	ZIP
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Phone	E-mail
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Emergency Contact Name	Phone	Relationship
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### Parent/Guardian Information (if applicant is under 18)

Parent/Guardian #1 Name

Phone	E-mail
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City	State	ZIP
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Parent/Guardian #2 Name

Phone	E-mail
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City	State	ZIP
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Please note any special needs or concerns, or anything else we should know that would help us teach more effectively.

\$40	\$40 Annual admin fee per student 2019-20 year. Fee is <u>waived</u> if paying for entire year (\$960 or \$800 sibling)
	\$960 per year/ \$80 per month for 12 months tuition. Include minimum of \$80 with this registration form
	\$800 per year / \$67 per month reduced fee for sibling. Include minimum of \$67 with this registration form
	Pay per lesson - discuss special arrangements with Music Program Coordinator
	Additional purchases such as books, accessories or instruments
	You are invited to become a member of Headwaters Music & Arts! Annual membership begins at \$50. Your gift supports our activities and financial assistance programs. Thank you.
	<b>Total Enclosed</b>
	Students K-12 may apply for Financial Assistance for student lessons. Please submit admin fee along with Financial Assistance Form and required accompanying documentation

Instructor	Start Date	Instrument
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Lesson Time	Lesson length	Lesson Day of Week
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I \_\_\_ DO \_\_\_ DO NOT give permission for the student to be featured in photos and videos used in media such as brochures, flyers, our website, presentations, etc.

I \_\_\_ DO \_\_\_ DO NOT give permission for the student to be in recital photos to be displayed at Headwaters.

By signing below, I am indicating that I am the responsible billing party.

Signature

Date



**2019-2020 Policies Acknowledgement**  
 Please carefully review Headwaters Music Program policies and initial below to indicate you have read and understand each section. If you have questions or would like additional clarification, please contact our executive director or music program coordinator.

- Headwaters Music Program Overview
- Teacher Zone
- Payment Structure
- Financial Assistance Options
- Tardiness and Missed Lessons

- Dismissals and Withdrawals
- Materials
- Security/Safety
- Practice Expectations
- Music Program and Teacher Evaluation

**I have read and agree to abide by 2019-2020 Headwaters Music & Arts Music Program Policies**

<b>Signature</b>	<b>Date</b>
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**Headwaters Music & Arts  
 Music Program  
 Credit/Debit Card Information**

Headwaters School of Music maintains personal and financial information in a secure, locked location.

Student Name		
Name on Card		
Type of Card	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
Card Number		
Security Code	Expiration Date	
Address associated with card		
City	State	ZIP
I would like my card to be billed	<input type="checkbox"/> Monthly	<input type="checkbox"/> Yearly
Optional: text or email payment confirmation to:		



## Headwaters Music Program 2019-2020 Policies

### **Thank you for choosing Headwaters Music & Arts as your music program!**

In order to ensure that you or your child get the most effective and creative teaching possible, we have established the policies outlined below. As an independent non-profit organization, we are committed to creating a positive learning and teaching environment for its students and staff. For this reason, it is important that all students and parents/guardians understand and abide by the policies as outlined below. Please review them carefully, then initial and sign the 2019-2020 Policies Acknowledgement section found the back of the Registration Form (page 2).

### **Our music program is based on a year round plan rather than a per lesson rate. Your tuition covers a well-rounded, meaningful and simply awesome music experience:**

- Winter and spring recital rehearsals, programs, and staffing.
- Music program events offered several times over the year to help achieve the goal of a caring music and arts community. Includes music education and community building activities, opportunities to play with other students or instructors, movie, game or activity nights, sledding parties, and performances by guest musicians.
- Time spent in preparation for the student, including scheduling, bookkeeping, and curriculum development.
- Building and studio maintenance and improvements
- Music instructor workshops, classes and conferences to continually improve knowledge and skills
- Coordination of outreach and community performance opportunities
- Minnesota Music Teachers Association membership and student testing support

### **Teacher Zone**

Teacher Zone is our online platform for communication, scheduling and billing. We are excited about improving our services and being able to stay in touch more easily and effectively. Use Teacher Zone to check out any lesson changes, update credit card information, and inform Headwaters of student absences. The student will receive notification of instructor absence and important reminders and updates from their instructor or Headwaters staff. The student (or their parent/guardian) will receive email notification once their account is created in Teacher Zone. Once you get the word about your new Teacher Zone account, be sure to:

- Download the free app onto your device (phone, laptop, ipad etc). Sign in with the user name made up of the student's first and last name, all one word lowercase.
- Update your password. The default password is "password." Once you enter Teacher Zone, change the password to secure your account.
- Upload a picture of the student in the profile. Please insert clear picture of the student's face.
- Review entered details to make sure they are accurate and current. You can make changes in the app itself, or notify Music Program Coordinator Jessica Westlund.

## Payment Structure

Headwaters Music and the Arts has a standardized monthly payment schedule based upon a 12 month commitment. Pro-rating the cost of the lessons over the course of a year allows us to better manage our payment process and to develop a well-rounded music program. It also makes it simpler for families to budget the lesson fees by making regular automatic payments via debit or credit card. Monthly fees are due the beginning of the month for all lessons taking place that month. Fees are to be paid by credit/debit card.

- Headwaters Music Program begins its year September 1, with 40 lessons over the course of the twelve month period.
- Weekly half hour lessons throughout the school year and flexible summer scheduling (7 lessons total) during June, July and August. Students pay the same amount each month, regardless on number of lessons.
- Annual student admin fee is \$40. New students who join the music program February-August pay \$20.
- If the entire tuition is paid at registration, the annual registration fee is waived.
- While most lessons are a half hour, 45 minute or one hour lessons may be arranged depending upon instructor recommendation and student interest.
- Participating in 12 month plan ensures priority scheduling come September.
- Headwaters offers a discounted fee for siblings who live in the same household. Discount does not apply to parent/guardians nor for those utilizing financial assistance.
- Financial assistance offered based on available funding

## Financial Assistance Options

Headwaters Music & Arts is able to fulfill our goal to make music education more accessible to area young people because of our supportive community. We are grateful for board member, staff and community efforts such as our Christmas in Bemidji CD project and events like Monroe Crossing, Deuces Wild, and our Instructor Showcase. We also appreciate the financial support we receive from Bemidji Lions, Beltrami Electric Round-Up Grant, Northwest Minnesota Foundation, Bemidji Area Arts Endowment, Region 2 Arts Council, Minnesota State Arts Board, Midco Foundation, and individual contributors.

The first step in applying for Financial Assistance is to fill out the Financial Assistance Application. Families of children in grades K-12 are expected to apply for the Tax Credit Loan Program before exploring other financial aid options. Be sure to attach a copy of the first page of your most recent 1040 tax form. Contact Executive Director Tricia Andrews for more information.

Financial assistance options include:

- Tax Credit Loan Program. This program allows qualifying families to receive a loan to cover 12 months tuition, with the loan being repaid through Minnesota Education Credit and your tax return or personal funds. September - October application period
- Partial scholarships based on financial need –ongoing, as funds are available
- Volunteering in lieu of portion of payment (adult volunteer option)

## Tardiness and Missed Lessons

Students who are late for a lesson will not receive their full lesson time. Teachers will wait for a tardy student for one third of the lesson time. Once that time has passed, teachers are released. Students will not be refunded or rescheduled for the missed lesson. Regarding instructor tardiness, students are asked to wait through one third of the lesson time. Once that time has passed the student may leave with the expectation of a credit or make-up. Instructor tardiness should be reported to the Music Program Coordinator. Consistency and commitment are the keys to developing and mastering any pursuit, including music.

We strongly encourage students to attend every lesson in order to advance their skills. Missing lessons, even if they are made up later, can't help but have a negative impact on the student's progress.

Each student is assigned a unique time slot upon registration. Please note that you are paying for this time in our studio with our instructor whether or not you attend the lesson. We ask for a minimum of 4 hours notice prior to the lesson time if you cannot attend your lesson for any reason. Please notify Headwaters Music & Arts via Teacher Zone if at all possible. If you have difficulty getting into the Teacher Zone app, please contact Music Program Coordinator Jessica Westlund right away at [jessica.headwatersschool@gmail.com](mailto:jessica.headwatersschool@gmail.com).

With a four hour or greater notice, the chances of being able to reschedule a missed lesson are greater, *though not guaranteed*. Most of our instructors do not have much room in their schedules for make-up lessons, but we will make an effort to reschedule. Without advance notice of at least four hours, the lesson is forfeited. There is no credit, reimbursement or refund for missed lessons due to a student's absence, even when advance notice is given. In general, one make-up lesson per semester (September-December and January-May) is scheduled. If students miss more than one lesson during those time periods, the additional missed lessons will not be rescheduled. Lessons missed during June, July or August will generally not be rescheduled. If the student misses a make-up lesson for any reason, the lesson will not be rescheduled.

If a lesson is missed due to a teacher's absence, the lesson will be scheduled or a substitute instructor will teach the lesson. If a make-up due to a teacher's absence is not possible, a credit or refund will be issued.

## **Dismissals and Withdrawals**

If for any reason you withdraw from Headwaters Music Program, one month's notice is required. At that time, we will recalculate the tuition for your final month to reflect the number of lessons that you have received based on the last lesson. This may result in a small exit fee based on number of actual lessons. You will be required to pay this balance within 30 days.

Regrettably, we reserve the right to dismiss a student if any of these circumstances occur:

- Failure to pay tuition on time
- Persistent absences
- Uncooperative attitude or demonstrated lack of interest
- Failure to follow practice expectations as instructed
- Lack of progress due to insufficient practice or unfulfilled requirements
- Lack of readiness

## **Materials**

Students are responsible for paying for any repertoire or study materials. Working with the student, our instructors may suggest books, sheet music or learning aids for their students throughout the year. With your permission, these purchases will be added to your monthly statement. Alternatively, your instructor may recommend that you purchase certain books and materials on your own.

## **Security\Safety**

In addition to private music lessons, many group classes, rehearsals and performances take place in the building. Please stay in the lobby area when waiting for your lesson time. All students and guests are expected to maintain respect for others, including speaking quietly and putting away games, books or toys when finished. If there are building issues such as a running toilet or faucet or we are out of hand towels, please let your instructor or one of our staff know. While we keep a lost and found box in the lobby, Headwaters Music & Arts cannot take responsibility for items that are lost while in the building for any lesson,

class or event.

Rather than having your child come to your car, please enter the building to pick up your child after their lesson if they are under age 12. If your lesson is in the evening or during a weekend, you could be among the final students for the day. Please note that the front doors will be locked immediately following the final student's arrival for the day.

Headwaters Music & Arts does not discriminate against groups or individuals on the basis of race, color, creed, sex, sexual preference, or national origin. However, Headwaters reserves the right to deny access to its facility or programs to any group or individual should the Executive Director and/or Headwaters Executive Board find that a participant's involvement would be detrimental to Headwaters and/or its mission or goals.

Headwaters Music & Arts will be held harmless for injuries or personal damages occurring on premises.

### **Practice Expectations**

Regular home practice is essential for student success. Ideally, students should aim for at least 5 days of practice each week. Short, daily practice sessions are more effective than one or two long sessions per week. The most important time for students to practice is right after their weekly lesson, to solidify what they have just learned. Research has shown that retention of new knowledge drops to 60% after just 24 hours. It is not a good idea to wait until the end of the week, then "cram" practice right before a student's next lesson!

Parental involvement in home practice is **crucial** for student success. Please help your student to establish and stick to a practice routine, and see that practice time is free of distractions. If you are the parent of an elementary age student, please plan to sit with your child for at least a portion of their daily practice time.

Students are expected to be prepared for their music lesson. This includes having all of your music instruction books, a notebook and your instrument, if applicable. Please keep nails short and avoid strong perfume. Students who do not bring their instruction books will have an alternative theory based-lesson in place of their typical lesson.

### **Music Program and Teacher Evaluations**

While we encourage feedback at any time regarding our services, you will be provided periodic opportunities for formal feedback in the form of a Student/Parent Survey. We encourage you to take the opportunity to provide any positive feedback or to constructively address areas of concern.

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Thank you for your commitment to music education and for trusting us to make this a meaningful and positive experience. We are glad you're here!

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