

**WHITINSVILLE CHRISTIAN SCHOOL STRINGS
REGISTRATION FORM (WCS Student)**

STUDENT INFORMATION

Student's First Name:		Student's Last Name:		Private Teacher:	
Current Grade:	Instrument: <input type="checkbox"/> Violin <input type="checkbox"/> Viola <input type="checkbox"/> Cello		Lesson Length: <input type="checkbox"/> 30 minutes <input type="checkbox"/> 45 minutes		

PARENT INFORMATION

Parent's First Name:		Parent's Last Name:	
Phone Number:			
Email Address:			

I have read the payment policies and agree to abide by them. (See policies on other side.)

Parent Signature _____
Date

Please mail completed form to:
WCS Strings Department, 279 Linwood Ave., Whitinsville, MA 01588
or email it to strings@whitinsvillechristian.org
(Please retain a copy of this form for your records.)

WCS Strings Fees

Semester Group Fees:	
Billed one time at the beginning of each semester (September & February)	
Elementary Group Class	\$100/semester

Monthly Lesson Fees:	
30-minute lessons (15 per semester)	\$75/month
45-minute lessons (15 per semester)	\$115/month

WCS Strings Department

Strings Office	508-372-3248	strings@whitinsvillechristian.org
Tammy Kaye	violin/viola teacher	tkaye@whitinsvillechristian.org
Jamie Thiesing	violin/viola/cello teacher	jthiesing@whitinsvillechristian.org
Peggy Sawyer	violin teacher	pksawyer@whitinsvillechristian.org
Gerri Fogg	violin/viola teacher	gfogg@whitinsvillechristian.org

WHITINSVILLE CHRISTIAN SCHOOL STRINGS PAYMENT POLICIES

BILLING

- Billing for monthly lesson fees and semester group/orchestra fees is handled through the school business office as part of your tuition statement.
- Any drop, add, or lesson length changes must be made at the beginning of semester.
- Any drops after the 3rd lesson will not be accepted. You are responsible for the entire semester payment. No refunds will be given or partial payment accepted.
- All Pre-Twinkle (beginner) students must remain in the program for the full year – no drops allowed after first lesson. New students may begin lessons at the beginning of the month; they will begin group classes at the beginning of the upcoming semester.

ABSENCES/MAKE-UP LESSONS

- Students receive 15 lessons each semester. Extra lessons will be billed at a rate of \$25 per 30-minute lesson and \$38 per 45-minute lesson.
- Make-up lessons will be given to students who have had less than 15 lessons in a semester due to:
 - Teacher absence. All teacher absences will be made up.
 - Excused student absence. One excused absence will be made up each semester.
 - Snow days. All snow days will be made up.
- Serious injury or long-term disability: If a student is injured in a way that prevents him/her from playing the instrument, lessons will continue as usual to the end of the semester. The teacher will work on music theory, note reading, etc.
- For every absence, the parent must contact the private teacher directly. Please consult your child's teacher as to how and when she would like to be notified. Cancellations drastically affect a teacher's schedule. Please be respectful of your teacher's time. A student's name on an absentee list or a call to the school office does not constitute personal notification.
- If a student must miss a lesson due a scheduling conflict (WCS or other), the student (or parent) must inform the teacher beforehand and must arrange to exchange lesson times with another student. If arrangements have not been made and the student must miss the lesson, it will be considered an unexcused absence (see below).
- Unexcused absences include: lessons missed due to family vacations that do not coincide with WCS vacations, forgetting lessons or student is unprepared, failure to notify the private teacher directly of absence from school, or unresolved after-school work/lesson conflicts.
- Excused absences include: illness and special family circumstances (funerals, etc.) For an absence to be considered excused, the teacher must receive at least 48 hours personal notice (except in emergency). A name on an absentee list or a call to school office does not constitute personal notification. Please call your or email your teacher directly and promptly.

SCHEDULING

- All lesson times need the approval of the classroom teacher (if during school day) and are subject to the availability of the strings teacher and the parent.