

HMS Policies & Procedures

The Handmade Music School is a nonprofit, tax-exempt organization. In partnership with our partner organizations The Floyd Country Store and County Sales, we produce and offer a variety of music and dance programs, services and resources in a community setting to ensure a deep and meaningful connection to the living traditions of Floyd County, Virginia and the Blue Ridge Mountains. In addition to private lessons ~~and semi-private~~, The Handmade Music School offers group lessons, classes, and workshops, as well as camps and other exciting experiences. Your cooperation with the following policies and procedures will help us operate efficiently and continue to serve our community to the best of our ability at a minimal cost.

Registration

All students must complete a registration form online or in person to enroll in the upcoming session. Lessons at The Handmade Music School are offered by signing up for a month-to-month plan. We do not encourage week-to-week scheduling but can often make exceptions.

By enrolling in lessons, classes, workshops or other programs at the Handmade Music School, students/family members agree to the policies and procedures outlined below and found online at www.handmademusicschool.com.

HMS Student Scheduling

Lessons are offered weekly in half hour or one-hour long time slots. These slots are scheduled directly with your teacher prior to the start of your private lessons. Any change or variance in your regularly scheduled lesson time must be presented and approved by your teacher. The music teachers at The Handmade Music School will make every effort to accommodate your schedule within reason.

Handmade Music School students who register and maintain ongoing lesson schedules (month-to-month) are given scheduling priority and will be able to keep their day and time with their teacher. In addition, there are financial benefits to registering for month-to-month.

Performances

During the fall and spring months, usually at the end of the session period, performances may take place in addition to regular lessons. Our teachers develop these programs to create performance opportunities and encourage group participation. Students are encouraged to participate in the Handmade Music School's performances.

Enrollment Guidelines

Enrollment in private and group lessons and music classes is offered to musicians of all abilities, ages 6 years old and above for stringed instruments. Students ages 0-6 are encouraged to participate in our Heart of the Child Joy Jammers Program on Friday mornings at 10:30 am. For

musicians under the minimum age requirement, we offer private lessons on a trial basis to allow the teacher an opportunity to assess the musician's level of interest and commitment. The Handmade Music School reserves the right to honor teachers' considerations in any teaching situation.

Trial Lessons

Prospective students may schedule a trial lesson with one of The Handmade Music School's teachers. We offer this to help students determine if a lesson will be a good fit for both student and teacher. Payment for the trial lesson is due at the time of the lesson, after which the student may choose to continue for a full session and register accordingly. This can be arranged through the Handmade Music School registration form by selecting Trial Lesson when filling out the form, or by communicating directly with a Handmade Music School staff person.

Semi-Private Lessons

Semi-private lessons are available to two students who register together. Occasionally a teacher may recommend that two compatible students enroll in a semi-private lesson. This is good for siblings or friends who want to experience their learning together. Our Handmade Music School staff can ensure a fun learning environment for good friends or siblings!

Attendance

Students are responsible for their time slot at The Handmade Music School. If a student is not available for their weekly lesson for any reason, it is the responsibility of the student/parent to give the instructor ample notice. Students/parents are asked to contact their teacher no less than 24 hours in advance. The teachers will reschedule with the student and the payment for that week will be advanced to a future payment. If the student neglects to inform the teacher of a cancellation, there will be no refunds for these missed lessons. Teachers will provide the same level of communication about variances in their schedule.

Withdrawal

Students may decide to terminate their lessons for any reason after the 1st lesson. Tuition fees will be reimbursed for the balance of lessons. The intent to terminate must be submitted in writing by emailing lessons@handmademusicschool.com or by calling and discussing with a HMS staff person. Communicating with the instructor alone does not guarantee a refund or negate the student's obligation to pay for the entire session.

There is no cancellation or withdrawal after 2nd lesson or during a month session. The Handmade Music School will not issue refunds for withdrawal at this point. Setting up a trial lesson is a great way to ensure registering is the right thing for you or your student.

Make-Up Policy

Make-up lessons will not be given for student absences, but all teacher absences or cancellations will be rescheduled. Make-up lessons must be scheduled by the teacher.

Snow Days

Handmade Music School does not follow the cancellation and/or delay policies associated with any school district. In the event of snow, please check the homepage of our website at www.handmademusicschool.com or our social media pages, or call Handmade Music School at (540) 391-0353 for information about the status of all lessons. Students are entitled to one make-up lesson per session for lessons that are cancelled due to weather conditions.

Practicing

Each teacher instructs how much practice is ideal for each student and will encourage students in their practicing. It is up to the student to maintain a consistent practice routine. Progress will be made most quickly by those students who maintain the recommended practice times. Parents are also encouraged to be involved in their students' practice. Taking the time to listen to your child play their weekly songs, or creating a set time for practicing in the students' daily routine are good ways to become involved.

Jam Sessions

Handmade Music School and The Floyd Country Store offers a many opportunities to expand your musical vocabulary, including Friday Night Jamboree jams on the street, an occasional performance on stage and the Sunday open jams that take place at The Floyd Country Store. In addition there is a youth or beginner jam that takes place every fourth Sunday at 1 PM at The Floyd Country Store prior to the Old Time Jam at 1:30 PM.

Permissions

Handmade Music School may photograph, record, and/or videotape classes, lessons, workshops or performances by students and teachers for educational purposes and/or use on the Handmade Music School or Floyd Country Store online media and in publication materials. If you do not wish to be photographed, recorded, and/or videotaped, please submit a brief written statement (or indicate your preferences on the registration form) and submit it to Handmade Music School staff.