



Dearest Parents and Students of Dana V Music:

Welcome to the 2019-2020 school year! We hope you had a wonderful summer and are ready to continue with music this school year.

Enclosed Materials:

DVM Studio Policy
Performance Opportunities
DVM Pricing List and Payment Schedule
DVM 2019-2020 Calendar

Our Website: www.danavmusic.com

Facebook: <http://www.facebook.com/danavmusic>

Instagram: [@danavmusic](https://www.instagram.com/danavmusic)

Have you ever seen our website? We keep it updated frequently so that you can see any new happenings and learn of any news with students, instructors, and courses. We also post most of our student news and articles on Facebook, so please LIKE us (DANA V MUSIC) to keep current with what is happening at our school!

DVM Newsletter

If you do not currently receive our e-newsletter, please consider joining our mailing list. We use this for announcements of studio events, teacher and student performances, and other studio news. If you have any news or photos from music events to share, email us at info@danavmusic.com and we will add them to the next newsletter.

TELL YOUR FRIENDS:

If you are happy with your lessons with us, please take some of our business cards and tell your friends about our programs. A lot of our business comes from word of mouth and your referrals!

Parents and students, we wish you all well. Keep communication strong with us and let us know your interests and requests. We look forward to a wonderful year!

All the Best,

Chelsea Kyle, Jeff Homer, and Dana Vachharajani
Dana V Music



STUDIO POLICY

SUPPLIES AND BEHAVIOR

We love it when our students come to lessons prepared with the following:

- Music Binder and Music
- Digital Voice Recorder or a recording device (applies mostly to voice students)
- Water Bottle
- Instrument

We appreciate when our students:

- Practice regularly
- Reflect and share their musical experiences with their teachers
- Are positive and open-minded about new ideas and experiences

STUDENT MENTAL AND PHYSICAL HEALTH REQUEST:

We believe in giving our students the best possible experience and education, and we cannot do this unless we are made aware of any physical, medical, mental, or behavioral conditions that a student may possess. When the teacher is aware of such conditions, he or she can instruct in a sensitive and informed way that will be more beneficial to the student. Additionally, our students' safety is a top priority, and if we are not made aware of the symptoms and effects of students' conditions, we cannot uphold the safety of the studio. We are not experts, but we do have expert references to assist and guide us.

Your information will only be shared between you, Chelsea, and the private lesson instructor.

PLEASE CONTACT CHELSEA IMMEDIATELY IF THERE IS ANYTHING WE SHOULD KNOW ABOUT THE STUDENT.

STUDENT SAFETY (DISMISSAL)

There are many activities that take place in the lower level of the Koko Plaza building. There are also many community events around the building that keep the lower level populated. We do not know every person who comes to this building and cannot vouch for the safety of the atrium and exterior of the building. We also do not want children waiting outside in the elements.

IF YOUR CHILD IS UNDER THE AGE OF 8, PLEASE PARK YOUR CAR AND PICK UP YOUR CHILD IN ONE OF OUR WAITING ROOMS:

PRIVATE STUDIOS A (BEIGE) or SMALL ENSEMBLE ROOMS (LAVENDER)

If you are running late, you will be able to find your child in one of these locations, NOT IN THE HALLWAYS.

*If you have a child under 8 and you prefer that they wait outside, please send us a handwritten, signed letter giving your child permission to come up the stairs.



BILLING

New for 2019-2020, we have two billing and payment schedules: a monthly recurring payment plan we refer to as our “Saver” plan, and a by-the-lesson plan we refer to as our “Flex” plan.

Saver Plan

What It Is:

- Fixed, monthly price for weekly lessons, charged on a recurring basis on the 1st of the month
- Locked-in pricing that does not increase for as long as you maintain the plan
- Priced at approximately 3.5 lessons per month versus 4-5 lesson weeks available each month, which builds in a buffer for prorations and cancellations

Why We’re Introducing It:

- Clear, transparent, easy-to-understand billing
- More time spent on music and less time spent trying to understand an invoice or payment plan

The Fine Print:

- Cancel anytime with 30 days’ notice
- 10% discount on the 2nd and subsequent plan(s) for siblings and students taking two or more instruments
- Consistent with our current policy, students are entitled to two make-up lessons per semester for absences that were communicated to Dana V Music at least 24 hours in advance. We invite you to attend our makeup master classes for any additional absences that occur during the semester
- An allowance for prorations and absences is built into the pricing, so no prorations are offered
- A make-up lesson or a substitute teacher at the normal lesson time will be offered in the event of a teacher absence

Flex Plan

What It Is:

- The same by-the-lesson billing we’ve always offered
- Invoices for flex plans are provided for each semester and all bills are delivered by email

What’s Changed:

- The only difference from past years is that, to reduce complexity, we will no longer offer monthly billing for students and families on the flex plan. Flex plans can be paid in full or in two half payments. Students or families wishing to pay monthly should select the “saver” plan

The Fine Print:

- 10% discount on the 2nd and subsequent plan(s) for siblings and students taking two or more instruments
- Students may prorate up to three known absences at the time of enrollment



- Students are entitled to two make-up lessons per semester for absences that were communicated to Dana V Music at least 24 hours in advance. We invite you to attend our makeup master classes for any additional absences that occur during the semester
- Teacher absences can be made up or prorated at the client's option

Duplicate Billing: Only one party will be billed per student. Duplicate bills and split payments are the responsibility of the registering guardian.

NOTE: School/Community Productions or Events

Please make sure that you list your lessons as a conflict when auditioning for plays and productions. Due to our high volume of students, Dana V Music has very little freedom to move lessons after the times are set. Please be very sure of your conflicts and be clear about your commitment to lessons (especially Fairview High School students in musical or spring Pop Show, and CenterStage Theatre Company or Art Underground participants).

Late Fee: A \$15 late fee will be applied to all payments 10 or more days late. An additional \$15 late fee will be applied every 30 days after the initial fee, until payment is received. Please view the **DVM Pricing List and Payment Schedule** (enclosed) for payment due dates.

Credit Cards: We accept credit cards as part of our automatic payment plans. If you are interested in this option, please fill out the Credit Card Authorization form, found in all studio wings, and turn it into our office for processing.

CANCELLATION POLICY:

We expect and look forward to a commitment from our students to attend every lesson in the time they have chosen, as this is the best way to positively progress in lessons.

In the event of any cancellation, please do the following:

- Contact your teacher directly by phone or email
- HEALTH: Our school has many students coming in and out on a daily basis. We try very hard to keep illness down. If a student is believed to have a contagious illness OR does not have the ability to sing or play their instrument due to illness, please cancel your lesson. There will be make-up options as long as we know the student's condition.

MAKEUP LESSONS:

ADVANCED CANCELLATIONS (more than 24 hours in advance):

Teachers will offer makeup lessons for up to **2 ADVANCED CANCELLATIONS**. For any additional cancellations, students are asked to sign up for the Makeup Master Classes. Teachers have until the **END OF THE SEMESTER** to offer makeups for advanced cancellations. Please do not expect immediate makeups.



LATE CANCELLATIONS (less than 24 hours in advance):

Late cancellations and no-shows will be offered a **Makeup Master Class only**.

NEW Schedule for Makeup Master Classes:

Masterclasses will be ONLY offered in the last 4 weeks of each semester (December 2019/May 2020). Depending on the volume of students with late cancels, 1 or 2 classes will be offered per instrument. The Master Class schedule will be sent to registered families and will be posted on our website.

Sign-up Process: Sign-up for makeup classes will be done online via Signup Genius. The link to sign up can be found on our website (“Private Lessons” page, “Existing Students” tab). The deadline to sign up is 12 pm the day before the class, or 12 pm Friday if the class is on a Saturday or Sunday. Class sizes are limited and sign-up is necessary for attendance.

What is a Master Class? A master class is a group class in which each student performs for the class. The teacher then works with the student in front of the class, and involves feedback from the class as well. Attending master classes is a unique and nurturing way to learn. Students will gain a connection to their peers, colleagues, and Dana V Music teachers, which will create strong relationships and increase overall knowledge of their instrument. These classes were created to ensure that our students have a worthwhile and educational makeup option.

Inclement Weather:

Dana V Music will post any school closures on our Facebook page and website home page. Most often, lessons will not be cancelled unless BVSD cancels, but even then, please do not assume that we are closed as weather sometimes clears up by the afternoon.

Teachers have the right to cancel lessons for bad weather even if Dana V Music is not closed. In this case, the teacher will offer makeup options or will offer a Skype lesson from their location at the student’s regular lesson time. Skype lessons are only offered in the event of bad weather and will not occur on a regular basis.

TEACHER CANCELLATIONS:

We are committed to teaching weekly lessons to all registered students at their regularly scheduled times. In the case of a cancellation by the teacher because of illness or an unforeseen conflict, a substitute will be provided or the teacher will make up the lesson.

ROOM RENTAL OPPORTUNITIES

Students of Dana V Music will now be able to rent our Large Ensemble Room, Small Ensemble Rooms, and Private Studios for rehearsals, meetings, recordings, etc. for the following discounted fees:

\$25/hour-Large Ensemble Room**

\$10/hour-Small Ensemble Room (Sky or Lime)

\$5/hour-Private Studio

\$15 for use of DVM’s video cameras (optional)



*In order to reserve a room more than a week in advance, 1 hour of rental fee (non-refundable) is due at the time of reservation.

**For those students using the Large Ensemble Room for College/University/Audition DVDs, a flat fee of \$25 is available for recordings up to 2 hours (discount).

An additional fee of \$15 will be charged for use of DVM's video cameras (optional)

CONTINUING STUDENTS - PRIVATE LESSON SCHEDULING

Dana V Music runs in 3 terms: Fall, Spring, and Summer. We believe that continuous lessons lead to more rapid progress. Scheduling is done each semester by email, on a first-come, first-served basis. You will be notified with a reminder a week before the date that scheduling begins (listed on the **DVM 2019-2020 Calendar** in this packet). Once you respond with your scheduling request, a \$50 tuition deposit is due to hold your spot in the schedule.

SUMMER LESSONS:

We teach throughout the summer and recommend that students maintain skills and take lessons during this time. Summer and Fall scheduling are linked by the same tuition deposit.

Fall Tuition Deposit & Summer Lesson Policy:

In order to reserve a spot with your current teacher in the FALL schedule, the two following actions are required:

1. Turn in a non-refundable \$50 tuition deposit to be applied to fall tuition
- AND
2. Schedule at least 4 lessons during the summer term.

This policy is due to the large attrition rate often seen in summer, loss of skills, and the inability to schedule the large volume of new summer students interested in fall study with their summer teacher.



PERFORMANCE OPPORTUNITIES

RECITALS OF RELEVANCE

We love to share our recitals with the community and therefore present them at retirement communities and churches in the Boulder/Louisville area. This is a no-pressure way to hone performance and concert skills while making friends and lifelong connections. For those students who need community service points, this is a great opportunity to fulfill those as well. Recitals will take place in both the fall and the spring at the following places:

“First Recital” for first-timers at Dana V Music (Ensemble Room)
The Lodge at Balfour (Louisville)*
Atonement Lutheran Church (Boulder)*
Pine Street Church (Boulder)*
Adult Recital for adult students (Ensemble Room or private home)

**These venues are subject to change*

Signup will be available via Signup Genius. Check the Studio Calendar 2019-2020 (enclosed) for signup opening and closing dates.

OTHER PERFORMANCES

We also participate in many community events and offer performance opportunities throughout the year at the Louisville Arts District First Friday Art Walks, Spring Art Show at the Louisville Public Library, Cabaret performances, special Master Classes and more. Watch for emails, newsletters, and flyers about these various events throughout the year.

NOTE: Recitals and all performances are optional! We do not pressure any student to perform before they are comfortable or ready to do so.



**Pricing List and Payment Schedule
2019-2020**

“Saver” Plan		
<u>Clarinet & Cello</u>	<u>Voice, Piano, Violin, Viola, Guitar, Ukulele</u>	<u>Dana/Katie Studios</u>
30 Min: \$130/month	30 Min: \$140/month	30 Min: \$160/\$150
45 Min: \$175/month	45 Min: \$195/month	45 Min: \$220/\$205
60 Min: \$220/month	60 Min: \$240/month	60 Min: \$265/\$255

“Flex” Plan		
<u>Clarinet & Cello</u>	<u>Voice, Piano, Violin, Viola, Guitar, Ukulele</u>	<u>Dana/Katie Studios</u>
30 Min: \$38/lesson	30 Min: \$40/lesson	30 Min: \$45/\$42
45 Min: \$50/lesson	45 Min: \$55/lesson	45 Min: \$62/\$58
60 Min: \$62/lesson	60 Min: \$68/lesson	60 Min: \$75/\$72

Discounts

10% discount on the 2nd and subsequent plan(s) for siblings and students taking two or more instruments

Payment Due Dates: Fall

Saver Plan - August 15, September 1, October 1, November 1, December 1

Flex Plan - Full Payment due August 15

Flex Plan - Half Payments due August 15 and October 1

Payment Due Dates: Spring

Saver Plan - January 1, February 1, March 1, April 1, May 1

Flex Plan - Full Payment due January 5

Flex Plan - Half Payments due January 5 and March 1



Teacher Calendar 2019-2020

Fall Semester (18 weeks) August 12 – December 20, 2019

August 12	Private lessons begin
September 2	Labor Day (no classes or lessons)
September 3	Group Classes begin (14-week session ending Dec.9-13)
October 23	Recital Signup Opens
November 6	Spring Lesson Scheduling Begins
November 13	Recital Signup Closes
November 15	Recital Music Due to Accompanists
November 18-24	Thanksgiving Holiday (no classes or lessons)
December 6-8	Recitals of Relevance (5)
December 9-20	Parent/Teacher Conferences
December 16-20	Spirit Week!
December 20	Last Day of Term
December 21-January 3	Winter Break (no classes or lessons)

Spring Semester (19 weeks) January 4 – May 22, 2020

January 4	Private lessons begin
January 27	Group Classes begin (15-week session ending May 11-15)
February 17	President's Day (no classes or lessons)
March 18	Recital Signup Opens
March 22-28	Spring Break (no classes or lessons)
April 15	Summer Lesson Scheduling Begins
April 15	Recital Signup Closes
April 17	Recital Music Due to Accompanists
May 8-10	Recitals of Relevance (5)
May 11-22	Parent/Teacher Conferences
May 22	Last Day of Term
May 23-29	Break (no classes or lessons)

Summer Term (10 weeks) May 30 - August 9, 2020

June 1	Private Lessons begin
June 17	Fall Lesson Scheduling Begins
July 4	Independence Day (no classes or lessons)
August 9	Last Day of Term
August 10	Fall Semester Begins (Note: there is no longer a break between Summer and Fall Semester)