

Holy Family Conservatory of Music Group Lesson Policies

Attendance/Payment Policies

On-line registration is considered complete when payment in-full fee has been received by the Conservatory Administration, Sister Carol Ann. You can contact her at 920-686-6264 or email to set up an appointment at cagambsky@hotmail.com. Only completed on-line registrations qualify to start classes at Holy Family Conservatory of Music. Attending classes or informing instructors of the intent to register does not constitute registering for courses. All purchased lessons must be used by the end of the term. No credits or refunds will be provided after the term ends. Please check in with the office if you have questions about start dates and payments.

Weather Cancellations

All delays or closures due to inclement weather will be posted online at www.hfconservatory.org and on our Facebook page; or you can call the Conservatory at 920-686-6264. Holy Family Conservatory of Music does not make individual calls to students and families if/when the Conservatory is closed; please call or check the website to confirm the Conservatory winter weather closures. Classes cancelled due to weather will be made up. Instructors reserve the right to make an individual decision to cancel lessons or classes due to bad weather; should they do so, they will contact students/families directly.

Makeup classes

No make-ups for individual students who miss a group class. In the event that a group class is cancelled by the teacher, we will add an additional makeup class at the end of the term.

Student Conduct/Responsibilities

The study of music can be a joyous and rewarding experience. It offers a unique opportunity to develop one's self-expression, artistry and discipline. In order to make good progress, students should do the following:

- Attend lessons regularly and on time.
- Practice every day in a quiet place--quality of practice is as important as quantity.
- Keep instrument in proper working condition and music books in good quality condition. These must be brought to every lesson.
- Talk to teachers about goals and how to achieve them.

Studio Use

No food or drink is permitted in studios, with the exception of bottled water. Please help us by disposing of any food or drink in a trash can or recycling bin in the common areas of the Conservatory. Please do not place any items other than sheet music on pianos or keyboards. Students and artists flourish in a quiet environment. Please be mindful that there may be several other lessons, rehearsals or performances going on at the Conservatory during your lesson/class. We ask that you give them the courtesy of being quiet while in the building. Studios are reserved for the Conservatory teachers and their enrolled the Conservatory students. The Conservatory space is available for student recitals; please talk to your teacher for more information.

Observation of Lessons

Parental involvement is paramount to a student's success. Parents are strongly encouraged to observe all classes, and to follow up with instructor following each class.

Security & Caregivers Policy

The conservatory assumes no liability for students before or following a scheduled class. A parent or caregiver must accompany students under the age of 15 at all times prior to and following a scheduled class or lesson.

Parking

Free parking is available in the parking lot to the north of the Franciscan Music building as well as the west parking lot. No parking in the fire lane.

Non-Discrimination Policy

The Conservatory admits students of any race, color, sex, age, sexual orientation, gender identity, physical ability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, physical ability, religion, national and ethnic origin in its hiring of faculty or staff, or in the administration of its educational policies, admission policies school-administered programs

Use of Photographs and Videos

This form is to request your permission for photographs of your child to be taken during Holy Family Conservatory activities. If photographs are taken, this would be for the purpose of educating students and promoting the Conservatory. We also seek your permission for the Conservatory to publish photographs of your child. If you give your permission, the school may publish photographs of your child and/or samples of work done by your child in a variety of ways. The publications could include, but are not limited to, Conservatory web-site, Franciscan Sisters of Christian Charity website and in hard copy, and local newspapers. If published, third parties would be able to view the photographs. If you sign the attached form it means that you agree to the following:

- Holy Family Conservatory of Music is able to publish photographs of your child.
- Your child's photograph may be reproduced either in color or in black and white.
- The Conservatory will not use your child's photograph for any purpose other than for the education of students, or for the general promotion of Holy Family Conservatory.

Any photographs taken will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely. If you agree to permit the school to take photographs of your child, and to publish photographs of your child, in the manner detailed above, please complete the consent form and return it to Sister Carol Ann Gambsky at Holy Family Conservatory. This consent, if signed, will remain effective until such time as you advise Holy Family Conservatory otherwise.



Consent Form for Publication of Students' Work or Photographs

I agree, subject to the conditions set out above, to the taking of photographs of my child during Holy Family Conservatory activities, to be used by the Conservatory in educating students and promoting the Conservatory. I also agree to the publication of photographs. I will notify the Conservatory if I decide to withdraw this consent.

Student's name: _____

Music Program student enrolled in (**Group Classes, Private Lessons, Children's Choir, or Music for TOTs**):

Signature of parent/caregiver: _____

E-mail address _____

Date: _____

Signature of student: _____

Please complete the consent form and return to:

Sister Carol Ann Gambsky at Holy Family Conservatory

Holy Family Conservatory of Music

2406 South Alverno Road Manitowoc, WI 54220

920-686-6264

or e-mail completed form back to S. Carol Ann at **cagambsky@hotmail.com**

Visit our website at: www.hfconservatory.org