CMC PRIVATE LESSON PRE-REGISTRATION - SUMMER 2015

Strings (violin, viola, cello, bass), Flute, Voice - YOUTH ONLY (Age 4-18)

STUDENT INFORMATION (One student per form, please)

Name _____ **Age** _____ **Date of Birth** ___/___/_____ Male ❒ Female ❒

Address _____

Number Street Name Apt. # City State Zip

Main Contact Phone: _____ **Email:** _____

❒ Please keep my email address private (used only for registered class communications)

❒ Please add my email address to CMC's e-mail list for news, concerts, & discount offers

Parent(s)/Guardian(s)

Name _____ Work # _____ Mobile # _____

Name _____ Work # _____ Mobile # _____

Emergency Contact (different from above)

Name _____ Relation _____ Phone # _____

❒ Accommodation will be needed due to disability or special need (Please attach details - Inclusion specialists may be available)

REGISTRATION INFORMATION

Instrument: ❒ Violin ❒ Viola ❒ Cello ❒ Bass ❒ Flute ❒ Voice

Previous Lessons: ❒ None** ❒ 30' Private ❒ 45' Private ❒ 60' Private ❒ Shared Private or Group

❒ In-School Instruction Suzuki Method? ❒ Yes ❒ No Prior Instructor: _____

Requested Lessons: Suzuki Method? (strings only) ☐ Yes ☐ No

Beginners**: Private ❒ 30′ ❒ 45′ Shared Private (Suzuki Method Only - age 4–8)

Continuing: Private: ☐ 30′ ☐ 45′ ☐ 60′ Instructor preference: _____

****New Beginners ages 4-7 (pre-K to 2nd grade in fall) will be taken beg. Fall 2015 - materials will be available in early August**

Note: Additional musicianship classes or ensembles are not required during Summer Term—only during the school year

Instructor assignments & lesson times are valid only through the end of Summer Term

Provide a time span the student is available for lessons every day possible (e.g. 9am-Noon, 1-6pm, etc.)

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

What is your ideal lesson day & time (and instructor, if known)?

Day _____ Time _____ Instructor _____

Instrument Rentals: ❒ I request to be on the waitlist for a new (or larger) CMC rental instrument for the student

FOR NEW STUDENTS (or returning CMC students requesting a change) - attach separate sheet if needed

What type of teaching style do you think will work well for you/your child? _____

What are the goals or ambitions for the student? _____

Is there anything else that would be helpful to effectively place the student (gender preference, learning style, special needs, etc)?

_____

IMPORTÀNT! Please list any dates during the term you will be absent, so we can prorate fees accordingly.
If your availability changes after you have submitted this form, please notify the CMC office as soon as possible.

Summer Term - Monday, July 6 - Saturday, August 22

Note: Private Lessons scheduled the week of August 24 by request (PPS begins). Please indicate here if this is of interest.

SIGNATURE REQUIRED: My signature below indicates that I have read and understood **"Registration Process" on page 15 & "Private Lesson Program for Youth—Requirements" on page 17.** I understand the importance of regular practice, development of musicianship & excellent attendance. I understand lesson times are not guaranteed until payment is received for registration.

Parent Signature: _____ **Date:** _____

SUMMER 2015 – FOR PRIVATE LESSONS – YOUTH ONLY

How to Register

1. **Complete this registration form and return it to CMC after reading Program Requirements below.**
   - This Pre-registration is for Summer only. All students must pre-register again (starts August 10) for the school year.
   - Instructors may require purchase of additional materials not included in listed registration fee.
   - Non-residents of the City of Portland pay a higher rate for lessons. Contact the office for details.
2. **Wait patiently for a call from the office confirming a lesson time.** This occurs about 2 weeks before lessons begin (calls begin June 15). If we cannot place a student, we maintain a waitlist through late July.
3. **Pay tuition at the time of confirmation. Once payment is received, the student is officially registered.**

Private Lesson Program for Youth – Program Requirements

CMC's Private Lesson Program for Youth strives to provide the highest-quality music education to as many dedicated students as possible, regardless of ability to pay. To this end, CMC makes the following requirements, which parents & students should carefully consider before committing to lessons at CMC.

1. Practice Requirements

Students should practice daily for at least as much time as their lesson length, complete any homework assigned by instructors, & progress in keeping with their ability to learn.

NOTE: Students who fail to progress to the best of their ability will receive instruction on how to improve practice habits. If progress is still not made, CMC will require the student & parent to sign and fulfill a practice-improvement agreement.

2. Musicianship Requirements

Only for String students during School Year - Waived Summer Term

The CMC String program is more than just lessons. It is a sequential curriculum designed to foster well-rounded musicians.

- **Beginning string students** are required to enroll in, attend regularly, and do satisfactory work in Basic Skills, On My Way With Basic Skills, Skills I, or Skills I/II Accellerated. Four-year-olds are excused from this requirement, but are encouraged to take Launch Pad to Learning Music or Basic Skills, & are required to take Skills at age 5. String Program students may take these courses at a reduced fee ($17 in 2014-15).
- **Continuing string students** are required to enroll in, attend regularly, and do satisfactory work in an appropriate Skills class, Orchestra, Choir, Voice, Piano, Guitar, Suzuki Group Class, or Chamber Music (fees vary; see school year catalog or ask the office about prerequisites, special requirements, schedules & pricing).
- The musicianship requirement may be satisfied if the student is receiving comparable training elsewhere. This must be documented with an Exemption Form. See the CMC office for details.
- Students who begin in Summer become subject to the musicianship requirement upon enrolling for Fall Term.

3. Attendance Requirements & Policies

Regular attendance is important. Lessons & classes should not be missed except in unavoidable circumstances. When a student must be absent, notify the CMC office as much in advance as possible to allow for instructor schedule adjustments. Absences are either excused or unexcused, as defined below:

Excused Absence:

- Student Illness – CMC must be notified at least one hour before the scheduled lesson time. Only one illness per term may be Excused. Subsequent illnesses will be Unexcused.
- Other Unavoidable Causes – CMC must be notified at least one week before the scheduled lesson time. This allows time to notify the teacher & make schedule adjustments. Excused Absences will be credited.

Unexcused Absence: Any cause not listed above. No credits or makeups will be offered for Unexcused Absences.

4. Causes for Dropping a Student

Space in the Private Lesson Program is limited. At CMC's discretion, students may be dropped for any of the following:

- Failure to progress to the best of their ability.
- Failure to fulfill the terms of a signed practice agreement.
- Failure to fulfill the musicianship requirement.
- Failure to maintain good attendance.

NOTE: A student may be dropped for two Unexcused absences a term, three Excused absences in a row, or four Excused absences during a term. Extenuating circumstances may be considered on a case-by-case basis.

5. Withdrawal Policy

Once accepted, the lesson time is reserved for your child through Summer Term. CMC understands that extenuating circumstances arise and occasionally a student must withdraw before Summer ends. Because of the effort it takes to set up teacher schedules, CMC's withdrawal policy for private lessons is as follows:

- Notify the CMC office one full week before the next lesson & a refund of paid fees will be issued for the lessons that remain in the term. **NOTE:** This policy is different than the general PP&R withdrawal policy.