



## **Policies and Procedures**

*2023-2024 lessons begin the week of August 21!*

1. **What is the Academy?** The Legacy Lesson Academy is a private lesson violin, viola, and cello instructional program exclusively for current members of FCLYO. Members have the option to combine their FCLYO tuition payment with their lesson payment for an easier billing process. *Space is limited; please check that there is an available lesson time for you before registering for the Academy.*
2. **Why take lessons with the Academy?** FCLYO members have concerts and playing tests, and students need to have their music "performance ready" by these deadlines. The Academy ensures that students each have the same number of monthly lessons and that all students have a lesson scheduled during important weeks leading up to seating placements and scheduled performances. In addition to working on solo repertoire, the Academy teachers also have access to FCLYO tracks and are familiar with the pieces our students are rehearsing. Academy lessons are also included as "bonus lessons" during the summer months at no additional charge!
3. **Who are the Academy teachers?** Aimee Knight (FCLYO music director) teaches many of the violin and viola lessons and hires other string specialists to teach cello and additional violin/viola lessons. Students are assigned a lesson teacher based on student/teacher availability, and we try to keep students with the same teacher as much as possible.
4. **What are the hours and where do lessons take place?** Academy lessons take place in person on the Foothill Christian School campus Tuesday-Friday afternoons from approximately 2:45-5:45 pm. The exact days that lessons are offered vary by lesson teacher. Students are assigned a weekly lesson time before the session begins in mid-August and keep the same lesson time for the entire school year. Students may request to change times during the year, but it is not guaranteed. Lessons are 30 minutes once per week. *Time selection is first come, first served.*
5. **How many lessons are included?** Academy lessons go year round. Students receive four (4) lessons every month with the exception of two (2) lessons in August (summer break)

and three (3) lessons in December (Christmas break). June and July lessons are included at no additional cost but will vary year to year in quantity and scheduling based on instructor availability. There are also occasional solo recitals and other various performance opportunities included for Academy students. *Continuous and consistent individual study on the instrument is a key component of progressing to the levels required for FCLYO and for college music programs.*

6. **What is the cost?** Annual tuition is \$1400. Members can elect to pay in full or finance tuition by trimester or monthly payments. Tuition is payable to Foothill Christian School via FACTS. *If financing, FCS families must select the same payment plan (trimester or monthly) as their current school tuition plan.*
7. **5th week.** When there are five of the assigned lesson day during the same month (i.e. five Tuesdays), the lesson teacher will still teach four lessons to each student and will communicate in advance which day there will be no lessons. This is called the "5th week."
8. **Vacation weeks.** There are no lessons the first two weeks of August, and there is one week off from lessons during Christmas week. All other months have four (4) total lessons. There are still lessons during Thanksgiving week (Thanksgiving Day lessons will be rescheduled), spring/Easter breaks, and FCS scheduled days off school unless the "5th week" applies. Students who are out of town or otherwise unavailable on any of their scheduled lesson days may request to reschedule the lesson to a different day or week during the month. *Excessive weeks off from lessons can inhibit student progress and preparation for FCLYO concerts, especially when lessons only occur once per week.*
9. **Cancellations and rescheduling.** If the student will be absent and needs to reschedule a lesson, the student or parent must text message the lesson teacher directly no less than 24 hours before the scheduled lesson start time in order for the absence to be considered excused and eligible to reschedule. If none of the available makeup times work for the student OR if less than 24 hour's notice is provided, the cancelled lesson is forfeited. If the teacher needs to cancel a lesson, a makeup lesson will always be provided. Makeup lessons need to be rescheduled and taught during the same month as the missed lesson whenever possible. There is not an official limit to the number of lessons that may be rescheduled for Academy students during the school year, but it should not exceed one lesson per month. There are no makeup lessons for student cancelled bonus lessons during the summer months. *It is important that students (and their families) prioritize the lesson time each week to keep making progress.*
10. **Lesson contract.** As with FCLYO, students are enrolled in the Legacy Lesson Academy for the entire year (August to August). Academy lessons are discounted from the regular FCS per-lesson rate as a yearlong packaged deal. We know our students are paying for orchestra and annual tour, and our goal is to provide affordable, consistent lessons to our members. The Legacy Lesson Academy does not accommodate any prorating, starting

later, or “stopping and starting” lessons over the course of the season. *Withdrawing from the Academy is permitted for extenuating circumstances only.*

11. **Parent/student communication.** It is the full and complete responsibility of the parent and/or student to communicate directly with the lesson teacher regarding absences due to school field trips, school holidays, or any other reason. FCLYO members attend different schools and have various school holiday breaks and schedules. Unless the teacher communicates otherwise, the student should plan on having lessons each week regardless of their school schedule, and it is the responsibility of the student/parent to communicate with the teacher in advance about all absences. *Students and parents may contact the teacher directly via text message between 8:00 AM and 8:00 PM.*
12. **Drop off and pickup.** Rides should be waiting at least five minutes before the lesson end time for prompt pickup from the designated location as communicated by the teacher. Foothill Christian School provides complimentary childcare to FCS students between the end of the school day and the lesson start time. On the occasional day when there is a lesson but no school, it is the parent/guardian responsibility to transport the student to and from the lesson or reschedule the lesson if necessary.
13. **Punctuality.** Lessons start and end at the scheduled times. If the student is running more than five (5) minutes late to the lesson, a call or text message to the teacher is required. After 15 minutes of no communication, the lesson is considered forfeited. Students are expected to be respectful of the teacher’s time and other students’ lesson time by arriving promptly to their lessons.
14. **Safety and supervision.** Students must be supervised when on campus. The parent/guardian is responsible for the student before, during, and after the lesson. Teachers are not able to walk students to their cars - it is the parent/guardian’s job to pick the student up from the lesson location as instructed by the teacher. Students are not permitted to be dropped off early, wait outside unattended, or walk alone into the parking lots. If the ride is running late, please communicate that directly with the teacher.
15. **Online lessons.** If the student or teacher is ill or otherwise cannot attend the lesson in person, either party may request that the lesson be taught via Zoom at the regular lesson time. This request may be made on the same day as the lesson and will be accommodated whenever possible.
16. **Practicing and recitals.** Academy students are required to be practicing regularly (with the use of backing tracks and metronome) in order to make adequate progress on their orchestra music and solo repertoire. Performing at all studio recitals is also required unless there is a pre-existing, unavoidable conflict.