



**Physical Address:**  
25 East First Street SE Suite 1  
Leesburg, VA 20175  
**Mailing Address:**  
320 Catoctin Circle SW  
Leesburg, VA 20175  
**Phone Number:**  
571-306-1880

## *Our Philosophy*

Here at the Catoctin School of Music (CSM) we believe that music is a lifestyle. Music is a creative and disciplined art that requires year-round study and devotion. As much as we believe that music should be played with a sense of creativity and imagination, it should be practiced with a work habit of dedication and discipline. We have created these policies for our studio based on that philosophy. We've carefully studied our student's past performance and compared it with their attendance and believe we have come up with a system for year-round musicianship that will allow for ample study and ample downtime for everyone!

## *Onboarding*

We consider your first four weeks of lessons with us to be a paid evaluation period. This allows us to:

1. Assess student/teacher fit
2. Observe how well the student fits our philosophy of diligent practice
3. For parents to learn about lessons and evaluate how their student handles the new load amongst his/her other activities.

Either the student or CSM may choose to end the lessons during or immediately after this four-week period with no two weeks' notice necessary.

## *Offboarding*

If you are planning on leaving the school for any reason, we require notification in writing (email or letter) two weeks in advance of your desired end date. This two weeks will be paid out in full to the Catoctin School of Music whether you choose to take your final lessons or not. The Studio Manager will be at your final lesson to collect your final payment. *This does not apply during the first 4 weeks of lessons also known as the evaluation period.*

## *Students with special needs*

CSM serves all types of students with special needs. Please let us know the best way we might help your student cultivate the joys of music! We are happy to do our best to meet your student where they are in their learning and provide them with the tools necessary to excel in their musical studies.

## *Tuition*

Tuition can be paid in two installment options:

**Monthly:** Each tuition payment on the monthly system includes all lessons for that month (i.e. June 1<sup>st</sup> payments include June lessons). **Monthly payments are due on the 1<sup>st</sup> of each month and are late by the 20<sup>th</sup>.** Monthly rates are:

30-minute lessons - \$48.50 each

45-minute lessons - \$72.00 each

60-minute lessons - \$97.00 each

**Quarterly:** Each tuition payment on the quarterly system include all lessons for that quarter (i.e. July 1<sup>st</sup> payments include July-September lessons). Quarters run Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec.

**Quarterly payments are due on the 1<sup>st</sup> of January, April, July, and October and are late by the 20<sup>th</sup> of the aforesaid months.** Quarterly rates are:

30-minute lessons – same as monthly but with a \$18.00 discount per quarter, per student

45-minute lessons - same as monthly but with a \$27.50 discount per quarter, per student

60-minute lessons - same as monthly but with a \$36.00 discount per quarter, per student

You may also be eligible for the multi-student discount if your family has a total number of four (4) lessons throughout the week or a total of 120 minutes of lessons/week whichever comes first. Your tuition will be reduced by the following:

30-minute lessons – Monthly discount of \$11.00 per student

45-minute lessons – Monthly discount of \$16.00 per student

60-minute lessons – Monthly discount of \$21.50 per student

Our tuition is based on a schedule of 48 paid lessons per year. The remaining four weeks CSM will be closed and of course you are not charged tuition for those weeks. To see the full CSM calendar please visit our Events page on the website. We will send an email out reminding students and parents of days we will be closed.

You may remit payments to:

**320 Catoctin Circle SW**

**Leesburg, VA**

**20175**

**PLEASE DO NOT MAIL CHECKS TO OUR PHYSICAL BUILDING. Use the mailing address above.** You may also drop the payment off at our building during business hours. We provide check boxes in each suite to accommodate checks and cash. For your convenience, there is also a mail slot in the door of Unit 6 which may be accessed during off business hours. If you pay through check please indicate student's name, teacher's name, and month or invoice # in the memo line. Please also make all checks payable to either "The Catoctin School of Music" or "CSM".

CSM evaluates tuition rates every year and they are subject to change. If there is a rate change, we will notify all clients by email broadcast at least two weeks before the change will go into effect. We will also make any changes only beginning on a quarter (January 1, April 1, July 1 or October 1).

*Full Time vs. Part Time*

The tuition rates above are based on you taking and paying for lessons 48 weeks a year and doing makeups for the lessons you miss, what we call a “full time student”. We do not allow breaks in payment for full time students. If you choose to stop lessons and not pay tuition (instead of doing makeups for those lessons and paying tuition), we reserve the right to charge you the part time rate for lessons upon your return and your status will be that of a “part time student”. Rates for part time students are currently:

\$53.50 per 30-minute lesson

\$78.50 per 45-minute lesson

\$105.50 per 60-minute lesson

Taking a “break” from lessons also results in you losing your spot in the schedule. You will be offboarded and then when you reenroll and rejoin us you will be assigned a lesson slot based on our availability at that time which may or may not be available with your past teacher.

**If you remain with us for a full calendar year after starting as a part time student, your status will be changed to full time student and your rate reduced according to the schedule above.**

## *Absences and Makeups*

In the event that you are missing a lesson for any reason other than an emergency, you must give the school at least 24 hours notice in order to be eligible for a make-up lesson. Due to the busy schedule, we reserve the right to not offer the make-up if you give the school less than 24 hours notice. If you give us insufficient notice, but another student is able to take your lesson spot for you, you will still receive a makeup. **Please note: You pay for your lessons whether you cancel, skip or attend. You are given makeup lessons for any lessons cancelled with sufficient notice or lessons missed due to an emergency.**

If the lesson is missed because of an emergency, the school may be lenient in providing a make-up lesson. (Any emergencies are to be determined by CSM and we will provide a make-up accordingly). **Examples of emergencies are illness/injury resulting in hospitalization (this does NOT include staying home sick from school), death in the family, death of pets, birth of sibling, etc.**

**Any and all make-up lessons must be scheduled within 60 days of the original lesson.**

To schedule a makeup lesson, please use the link sent every Friday to your email address. This link describes in detail all makeup times available throughout the studio. Just select your makeup time and email the studio manager at [studiomanager@csminspires.com](mailto:studiomanager@csminspires.com) and he will email you back to confirm your time. You may bookmark this link as well and use it as many times as you need. **Your tuition must be current and paid in full in order to schedule makeup lessons.**

If WE are ill or have to cancel for any reason, we will reschedule and offer you makeup options, provide a substitute teacher or credit you back the lesson. All or some of these solutions will be done at CSM's discretion.

## *Inclement Weather*

**Please do not call or email during inclement weather to check our opening status.** Please go to the website as we will ALWAYS post a banner by 12pm/noon each day, at the top of our home page at: <http://www.thecatocinschoolofmusic.com/> stating what we will be doing or planning. We **DO NOT** follow the public-school snow plans, as they are usually very conservative and the snow in Leesburg usually melts and is plowed by the afternoon when we start teaching. Snow days are a great time to do makeups too!

We will send you an email if we do decide to close the school and do all online/Zoom lessons instead of opening during inclement weather.

As we don't live on your street, if you do feel it might be too slick or dangerous to come in, please email us BEFORE the lesson starts and tell us you'll be doing an online Zoom lesson that day.

## *Practice*

At the Catoctin School of Music, we strongly encourage a regimented practice schedule at home. This means that students should be practicing as diligently as the instructors teach them, if not more. For most students, this will mean practicing 20-30 minutes per day in order to perfect the work assigned by the instructors. As your young students of music grow in ability, they may need gentle reminders in order to keep them on a beneficial practice schedule.

If a student continues to come to lessons underprepared and without obvious signs of diligent practice, the instructors will notify the parents and ask them to step in and gently guide the student towards a better practice schedule. Students who, after notification to the parents, continue to show a pattern of being unprepared for lessons may be dismissed from the school and have their lessons suspended. Students may be allowed to enroll in the school once again if they can show a diligent work ethic towards practice (communicated to us through the parents).

## *Disciplinary Action / Leaving the School*

If the student misses two or more lessons without proper notification, the student may be dismissed from the school. Additionally, as stated above, if a student continues in a pattern of under preparedness for lessons and this pattern is not able to be resolved by parental intervention, then said student may be asked to leave CSM. Remember: If you are planning on leaving the school for any reason, we require a notification in writing (email or letter) two weeks in advance.

## *Parking / Waiting for Lessons*

Please DO NOT stop in front of the school to drop your student off at lessons, please PARK and walk your student to the door of their studio. This will allow for efficient flow of traffic seeing as people are coming and going at the same time. When students walk in the unit door they should proceed to the waiting room where they can sit and tune or wait quietly until their instructor comes in to get them. If it is more than 5 minutes after the start of your lesson, feel free to knock on your instructor's door to let them know you are waiting. Please be advised we do not have any CSM personnel designated to watch wait rooms or front/back porch doors and cannot be responsible for your student outside of their lesson time.

## *Communication*

The one thing music instructors love more than talking is teaching, and we would like to spend as much time with our students as possible. Please make every effort to communicate with us through email so that we can focus on our students and communicate with parents during a break in the schedule. Also, if you have a question that needs to be answered, use our website as a resource! The school makes a point of posting important information such as changes due to weather conditions, rescheduling, recitals, etc. If you cannot find it on the website, then send the school an email.

We will do our best to keep you updated on all events and offerings at CSM through our weekly broadcast emails and website. Subjects such as scheduling, quitting lessons, starting lessons, and accounting questions **MUST** be done through email or some other written medium. CSM keeps records of these communications in case they need to be referred to later.

## *The Studio Manager*

CSM employs a Studio Manager to oversee the day-to-day operations of the school and to serve as a conduit between students, teachers and parents as occasions arise. It is the job of the Studio Manager to make sure that all parties in any given situation are served well. The Studio Manager will use a combination of CSM policies, feedback from the involved parties and the Studio Manager's own sound judgment and experience to resolve any issues as they happen. The Studio Manager is expected to represent the interests of CSM teachers, students, parents and administration.

## *Recitals / Special Events*

To provide students with a substantial education in music, the school provides recital events and other performance opportunities for which students can practice their ability to perform in front of an audience. The school will host recitals for both mixed discipline and/or single instrument so that your student can hear student musicians from their same instrument and other instruments.

Recitals are an exciting opportunity, and we strongly encourage every student to attend and perform. All disciplines receive at least two recital opportunities a year, usually in the spring and fall.

Special events or field trips will occur periodically throughout the year. These events may be traveling to see a local church band perform, listening to a university's jazz ensemble or attending a professional musical event. You will be notified if we feel your student would take a particular interest in a trip or event.

## *Photography / Videography / Recordings*

In order to facilitate our teaching, it may be necessary to record private lessons in their entirety or in sections for study purposes. It may also be necessary to take photos or make videos. These lesson recordings/photos/videos will only be used at CSM with you, your student and CSM teaching staff and they are for training purposes only. These materials will **NOT** be shared for **ANY** reason unless the student or legal guardian/parent requests copies.

During events that are hosted, invented, attended or promoted by CSM and open to the public (such as...recitals, camps, parties, gigs, performances and other special events that are not a private lesson), CSM reserves the right to take pictures, make video recordings, audio recording and/or any other documentary/media recordings, (or any other future audio or imaging capturing and recording format not herein mentioned that supersede current technologies) which may be displayed in part or in whole for various reasons deemed fit by CSM. CSM reserves the right to wholly own, display, promote and use these media for display within the studio on our digital imaging/picture frames and computers, on our YouTube account, on our Facebook page and on our Website (or any other future media outlet which is not yet been used by CSM) for any education, advertising or teaching purpose, to include the sharing of performances, plus any other current or future purpose(s) deemed applicable by CSM.

You have the right to request that any photos/videos/phonorecordings of you or your child be removed from any of CSM's publicly displayed mediums.

## *Books / Curriculum*

Students will most likely be using a particular curriculum or series of books to learn from. In this case, families will be asked to pay the price of the books needed. These book costs will be reflected on your monthly/quarterly invoice.

## *Lost and Found*

Please contact the Studio Manager at [studiomanager@csminspires.com](mailto:studiomanager@csminspires.com) if you have misplaced anything at the studios or recitals or special events/field trips. He will be happy to look through the lost and found for you.

## *School Ambassadors*

CSM has a variety of four legged creatures that serve as our wonderful CSM ambassadors! You may run into Sunny or Sassy (Mr. Wayne and Ms. Jennene's mutts) or Ada (Ms. Tara's German Shepherd). There are also parakeets (Lemon & Lime) in unit 6. We are a pet friendly environment. Please let us know if you have any special needs in this area.

## *Scholarship Student Policies*

- All scholarship students are required to participate in recitals each season OR they must attend one of the recitals in their area and write a one-page paper on the recital for their teacher. Participation is the priority.
- Families on half scholarships or other partial scholarships may not be more than 60 days past due in their portion of tuition. Tuition past due more than 60 days will result in the student losing their scholarship.
- Scholarship students may not have more than 3 unexcused absences in a 6-month period. Excessive unexcused absences will result in loss of scholarship.
- Scholarship students are expected to be prepared in all lessons. Consistent lack of preparation will result in the student being put on probation for a 4-week period. If no improvement has occurred in the probation period, student will lose their scholarship.