

St. Cecilia School Music Department
Make-up policy Year: 2008 - 2009

Each student is entitled to a maximum of two make-up lessons per quarter.

The student *is* eligible for two make-up lessons per quarter if the lesson is missed for the following reasons:

- The classroom teacher is unable to release the student because:
 - the class is in Church
 - testing is in progress
 - the class is on a field trip
- The student is ill or absent and the parents have notified the Music Department by 8:00 A.M. that the child will not be well enough to attend. (If your child studies music in the morning, please call the teacher at home, too. Each teacher will release his or her home telephone number to the musician's family.)
- The student has sustained an injury
- The student has a doctor or dental appointment
- The teacher is ill or absent
- Emergency situations

The student is not eligible for a make-up lesson if the lesson is missed for the following reasons:

- The student forgets his/her instrument.
- The student has forgotten his/her books for the third time
- The lesson is missed because it is scheduled after early dismissal. (**Important note to parents:** If you agree to a lesson time that falls after early dismissal, the student is still required to appear for his or her lesson.)
 - **Exception:**
If the student is in Extended Care, and Extended Care is on a field trip, the missed lesson qualifies for a make-up lesson.
- The classroom teacher releases the student later than the agreed-upon time for reasons other than Church attendance, testing or a field trip.
- The student is a "no show" (absent without calling to let the music teacher know by 8:00 A.M.)
- The student chooses to attend another event other than his or her music lesson (i.e., to attend a birthday party, to play at a friend's house, to enjoy a warm day at the beach, family vacations, etc.).

I have read and agreed to the make-up policy.

Parent's signature

Date

Music Student's Name (Please Print)

Name of Teacher (Please Print)