AURORA SCHOOL of MUSIC

Aurora School of Music Policies and Procedures

Student Name: _____

Lesson Cancellation: We request a 24 hour notice of a cancellation. At the very latest you must call in or e-mail a cancellation before the school opens in order to be entitled to a make-up (rescheduled) lesson. If your lesson is at 2:00 on a weekday, cancel before we close the night before.

Office Hours:	**Monday through Friday**	**2:00 PM to 9:30 PM**
	Saturday	**8:30 AM to 6:00 PM**
	Sunday	**12:00 PM to 7:00 PM**

We understand that many last-minute cancellations are due to illness, but this policy is for our teachers. We will make up lessons if we are notified in time. All make-ups must be made within 12 weeks or they will be forfeited. We will not refund your account for lessons that have been missed, cancelled, or not made up. _____ (Initial)

Teachers/Substitutes: In the event of a teacher absence, we guarantee a continuous curriculum. We do not refund lessons with substitute teachers. If the student wishes to be on the "NO SUB" list, your flexibility will be required for the make up lesson. _____ (Initial)

School Closings: Under most circumstances, the Aurora School of Music will remain **OPEN** regardless of local school weather cancellations. If you wish to not travel in bad weather, call us before our opening hours in order to qualify for a make-up. If ASM has to close due to weather conditions, all students for the affected day will be contacted. _____ (Initial)

Care of Students: The school is not responsible for providing before or after class care for students. Parents with students under the age of five must remain in the school during their classes. Students are not to be left at the school for excessive time periods before or after their lessons. _____ (Initial)

Injuries: Parent, Legal Guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time. _____ (Initial)

Withdrawal: A 30 day notice is required to withdraw from lessons. Withdrawal forms are available in the office and on our website (About tab, downloads). _____ (Initial)

Photo release: I give permission for pictures and videos taken during school events to be posted on the web site or other media representing ASM. _____ (Initial)

I have read and understood the above policies and procedures and agree to abide by them.

_____ _____

Parent/Adult Student Signature **Printed Name**