



# Private Lesson Music Program

Leander ISD Fine Arts

Leander ISD - Fine Arts Office  
PO Box 218  
Leander, TX 78646  
Phone: 512-570-0162  
Fax: 512-570-0054



Aug. 15, 2009

Dear Band Parent,

The band staff is very excited about the number of students that have elected to participate in the band programs at Leander I.S.D. As we grow in numbers, we also hope to grow in quality. We are constantly striving to improve the band program, ourselves as professionals, as well as our student's musical abilities. As the school year begins, we hope you share in this excitement with us.

Band teaches so much more than "just playing music." Band teaches diligence through preparation, practice and repetition of musical skills such as rhythms, melody and harmony. Band teaches responsibility through individual work effort, instrument care, and scheduled maintenance. Band teaches group work ethics through ensemble performances, group practice, and group assessment. Over the years of participation in band, students will develop both critical thinking and listening skills as they prepare and perform music. These skills are brought out through performance judgments as they pertain to music. While working in the music ensemble setting, students will develop powers of concentration, the ability to memorize music and parts and the ability to work with others in a group setting. The band student will develop certain physical skills such as stamina, endurance and coordination. Eye, hand, audio, visual and spatial relationships are all fostered as students learn to perform music and become proficient on their instruments. Lastly and most importantly, students in the band setting are assisted in the development of self-expression. Thus, a student's participation in band is more than "just playing music."

Keeping the above-mentioned ideas in mind, we would like to offer your child an opportunity to participate in the Private Lesson Music Program. Private lessons are a great benefit to students for musical growth. The band staff has assembled a fantastic staff of private instructors for the 0229-2010 school year. Your child will have one on one time with a private instructor. These lessons will be geared to help your student become a truly great musician by teaching them how to improve their musical skills. While we, as a band staff, strive to work with each student regularly, we are limited because of class size and time. Hence, the band staff cannot provide an opportunity for one on one instruction.

We strongly encourage each of you to consider the Private Lesson Music Program. Attached you will find an enrollment form and lesson guidelines. If you have any questions, please feel free to contact your child's campus band director or Fine Arts Office for more information.

Sincerely,

**LISD BAND DIRECTORS** (Private lesson program coordinators)

Phone Numbers:	Bob Chreste (Asst. Director CPHS)	435-8497
	Robert Selaiden (Asst. Director LHS)	435-8000
	Lee Crochet (Director RHS)	570-2057
	Jeremy Spicer (Director VHS)	570-2300
	Kyle Ruschhaupt (Assist. Director VRHS)	434-7325
	Jessica Gonzales (Assist. Director CPMS)	434-5025
	Amy Allison (Director CRMS)	434-5326
	Cara Vernon (Assist. Director HMS)	435-4831
	Adrian Martinez (Assist. Director LMS)	434-7800
	Van Robison (Assist. Director RBMS)	435-4700
	Jennifer Arnold (Assist. Director WMS)	435-4850
	Peter Warshaw (LISD Fine Arts Dir.)	570-0162
	Sheila Olenich (LISD Fine Arts Secretary)	570-0162



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## General Policies and Procedures

**IMPORTANT! Please Read!**

### Enrollment:

- Enrollment forms should be completed, signed and returned to the student's director (w/ deposit check).
- Lessons should **NOT** begin until the enrollment process is complete.

### Scheduling:

- Scheduling with a private lesson teacher will be done as quickly as possible.
- An occasional delay in placement might occur due to teacher availability.
- Scheduling will not occur until the enrollment form and a deposit check (equal to 1-month's lessons) has been turned into the campus director or Fine Arts Office.
- Please note—deposit checks will be deposited into the bank and reserved as a credit in the account until May statement.

### Lesson Location:

- Private lessons will usually take place at the current school of enrollment.

**IMPORTANT! Please Read!**

### Billing

- Parents will receive a notice of account monthly –billed in arrears (usually by the 8<sup>th</sup> of ea. month).
- This statement will reflect the past month's lessons and any payments/credits received.
- Payment is due upon receipt; account becomes past due after the 29<sup>th</sup> of current month.
- Lesson rates are \$14 per 20-minute, \$21 per 30-minute, \$28 per 40-minute, \$31.50 per 45-minute, and \$42 per hour lesson.
- **Payment checks should be made out to:** LISD with "private lessons" and student's name in the memo line; sent to Leander ISD, Fine Arts Dept; PO Box 218, Leander, TX 78646.
- **Driver's Lic. # should be on ALL personal checks.**
- **Please note that any student that has not paid the deposit or does not stay current with their payments may be dropped from the program until such time that the account becomes current.**
- Parents wishing to pay by Online Bill Pay thru their banks are welcome to do so; please use student name as the account so checks will be applied correctly. One check per account.
- We do not accept credit card payments at this time.
- This program will end April 30th and the deposit will be applied to the May statement.
- The May statement will reflect any balance due to clear the student's account or a credit balance that may be: rolled to the next year or refunded to the parent.
- May (and summer lessons, if applicable) will be billed by and paid directly to the private lesson teacher.

### Financial Statement

- Lack of personal financial resources may not prohibit a student from participating in the private lesson music program.
- Please contact the director or the LISD Fine Arts Office if you have any questions regarding this matter.

### Absence from Lessons:

- Once assigned a lesson time, students are expected to attend.
- **No show/ No call to the private lesson teacher** is an unexcused absence for lessons.
- **Unexcused lessons will be charged to the student.**
- A student who wishes to be excused from his/her lesson should **contact the private lesson teacher** at least 24 hours in advance. (**Contacting a director or school attendance office does not excuse an absence.**)
- It is important that students obtain their assigned private teacher's phone number and/or email so that contact can be made easily.
- **STUDENTS/Parents are responsible for making contact with their teacher in order to be granted an excused absence.**
- Notice for absences for school events should also be given (Private Lesson teachers are not employees of LISD and are unaware of "special event" days).
- Emergency situations on the day of the lesson will be the only excuse for failing to give the required 24-hour notice. However, the teacher **must** still be notified. Failure to do so, will result in the account being charged for the lesson.
- Keep your private lesson teacher informed of what is coming up (Pep rallies, testing, UIL performances, field trips – it is your responsibility to cancel/reschedule lessons).

### Termination of Private Lesson program:

- Students should inform their director, private lesson teacher, and the Fine Arts Secretary of their intention to terminate lessons **in writing.**
- A copy of this letter needs to be on file with the Fine Arts Administrative Assistant (Sheila.olenich@leanderisd.org).

### Materials

- Lessons are designed primarily to teach fundamental concepts and utilize the characteristic literature of a particular instrument/voice rather than to rehearse music a student is performing in a school organization.
- Students may be asked to furnish outside materials.

### Commitment

- Students and parents are asked to commit to the private lesson program for the entire YEAR, if you find it necessary to terminate lessons we ask that this be done at semester break (must be in writing) if possible.
- We ask that lessons not be dropped until semester ends because teachers have reserved time for your student in their schedule.

### Student Commitment

- If you, as a parent, commit time and money to this program, we suggest that you be insistent that your student practice daily at home. This will prohibit students and parents from feeling as if they are spending money indiscriminately.



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## Enrollment form

**Please Print**

Student's Name: \_\_\_\_\_ Instrument/vocal part: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent e-mail (if available): \_\_\_\_\_  
(will be used for e-statement billing as well as communication)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**School:**  Cedar Park HS  Leander HS  Rouse HS  Vandegrift HS  Vista Ridge HS  
 Canyon Ridge MS  Cedar Park MS  Henry MS  Leander MS  Running Brushy MS  Wiley MS

**Grade:**  6<sup>th</sup>  7<sup>th</sup>  8<sup>th</sup>  9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup>

**Class Period:**  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>  6<sup>th</sup>  7<sup>th</sup>  8<sup>th</sup>  9<sup>th</sup> Time of Class Period: \_\_\_\_\_

Private Lesson Teacher (if currently taking): \_\_\_\_\_ Requested teacher: \_\_\_\_\_

**Requested length of lesson per week:** (circle preference-subject to teacher schedules —

**Note: HS lessons will be 1/2 hour minimum)**

20 min. (\$14 ea)    30 min (\$21.00 ea)    40 min (\$28 ea)    45 min (\$31.50 ea)    60 min (\$42 ea)

**A deposit check for 1-month's lesson fee must accompany this enrollment form.**

(Checks are deposited in the bank and credit is held until the end of the year's program, then applied to the student's account for their last month of lessons.)

*(Deposits: 20 min.- \$56.00    30 min.- \$84.00    40 min - \$112.00    45 min - \$126.00    60 min. - \$168.00)*

**Instructions:** Turn in completed form to the student's director. Invoices will be sent by the 8<sup>th</sup> of each month (e-statements will be sent via email listed on this form). Enrollment in this program is a commitment to take private lessons as outlined in the attached procedures. Program cancellations **MUST** be made in writing and sent to the LISD Fine Arts Office and private lesson teacher. Your signature is acceptance of financial responsibility on this account and notice of Lesson procedures.

Your check or money order should be made payable to LISD (with your student's name and "private lessons" on the memo line).

**A Driver's License number MUST be on ALL personal checks to LISD.**

**DRIVER'S Name & LICENSE #** (Accounts being paid by personal check): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Parent's Name Printed: \_\_\_\_\_  
(Signature verifies that the attached policies & procedures have been received and will be honored.)

If possible, assign private lessons during class.     If possible, assign private lesson before/after school.

Every effort will be made to accommodate scheduling conflicts. Please note conflicts below (ie, Wednesday Church, piano lessons, etc.) \_\_\_\_\_

**TO BE FILLED IN BY THE DIRECTOR:** (check appropriate box & fill in teacher name if available)

This student is scheduled with PL Teacher: \_\_\_\_\_

This student has not been scheduled at this time.

**Special Note:**

Lack of personal financial resources should not prohibit your child from participating in the private lesson program. For more information, contact your child's director or the LISD Fine Arts Office (570-0162) for assistance.