



INSTITUTE OF DRUMS & PERCUSSION, INC.

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## Institute Policies

Updated 1-1-2012

**Knowing these simple guidelines ensures that communication between student and school is optimized, so please read carefully. If you have any questions, do not hesitate in calling us.**

1. Lessons will be given on a weekly basis, and will be based upon the 4 1/2 week month.

Therefore, most of the time, you will receive 4 lessons per month, with the possibility of 5 on the occasional month.

Example: If your lessons are booked for Monday and there are 4 Mondays in a given month, you receive 4 lessons. If there are 5 Mondays, you receive 5, etc.

2. Tuition is paid on a monthly basis, in advance of your month's lessons.

Payment can be mailed to the Institute in advance of your month's first lesson, or given to your instructor on the day of your month's first lesson. No lessons will be administered without payment in full. Payment can be made by cash, check or money order,

**payable to: "The Dee Ri Institute"**

**\*A late fee of \$15.00 will be added to your tuition for any payment in delinquency exceeding 28 days.**

3. Missed Lesson Policy. When signing up for lessons at the Institute, **you are agreeing to**

**make your study here a priority and attend all lessons.** A block of time in your instructor's schedule is reserved for you, not to be encroached upon by any other attendees. If you need/want to skip a lesson, the time for that lesson is lost to both you and the Institute. Therefore, no tuition for that lesson can be refunded. In the case that the Institute cancels your lesson, you will be eligible for make-up lesson status at no additional fee.

4. Make-up Lessons. At times, there are voids in your teacher's schedule. **Provided that you**

**have called 24 hours in advance to cancel your lesson**, you may arrange to redeem your missed lesson time **at the convenience of your instructor, and only if such a void in his/her schedule exists.** You may arrange to make up one lesson per month at no additional fee. Beyond that, **a fee of \$12.50 for each in-studio make-up lesson and \$22.50 for each home make-up lesson will be added to your following month's tuition invoice.** Failure to call within 24 hours will nullify your eligibility for a make-up lesson. You have a period of 2 months to redeem any one missed lesson. Your missed lesson time will be documented for you within this time period. After this time period, your missed lesson time is forfeited.

5. Holidays. The Institute is closed on a number of dates due to their holiday status. Make-up

lessons will be made available under the same parameters as explained in policy No. 4. Our holiday schedule is as follows. Christmas Eve and Day, New Year's Eve and Day, Thanksgiving, Memorial Day, Mother's Day, Father's Day, The Fourth of July, Easter, and Labor Day. Any religious holiday not listed here will be considered for a make-up lesson at no additional fee.

6. **Bad weather closing.** Not all schools close under the same weather conditions. Therefore, if there is doubt in your mind as to whether there will be lessons on a day that we get significant snow or other bad weather conditions, call the Institute. If there is no one in the office, the message on the answering machine will be changed to reflect our open/closed status.

7. **Security Through Supervision.** Once dropped off by a parent or guardian, any student who is under the age of 18 must remain in the Institute's facility unless escorted to the parent's/ guardian's vehicle by a staff member. If the parent or guardian of the student is not present before the next scheduled student arrives, that parent or guardian will have to enter the facility to retrieve their child, and must alert the instructor on duty of their presence and departure with the student.

8. **Respecting Your Instructor and The Equipment At The Institute.** We here at the Institute make a tremendous effort to offer you a facility unmatched in the quality of its equipment and learning environment. The following list of guidelines illustrates behavior that is expected of everyone who enters our door, be they student, parent or any other guest.

\* You must wipe your feet before entering the facility.

\*Your coat must be hung on a hook in the studio or in the waiting room.

\*You must not lean on the walls.

\***Never** touch the sound dampening angle foam on our walls in any way.

\*Sticks must be secured in a bag so as not to scratch our walls, equipment or any cars in the driveway.

\*Your sticks are **only** to be used on a practice pad or the student kit, not walls, floor, or furniture, for example.

\*The drums must be used only in a manner appropriate to performance, and the shells should not be stricken with a stick or any other device.

**Any damage done to the facility or to either the equipment or artwork therein will be charged to your tuition, and your studies here may be terminated at the discretion of your instructor.**

9. **Parking at the Institute.** In-studio students at our Westbury facility must park on the street and not in the driveway, which must be left free for the other inhabitants to come and go as they need to.