



LEARNING CENTER

STUDENT HANDBOOK

(Version 1)

Welcome to the Ray's Mid-Bell Music Learning Center! We are delighted to have you enrolled here as a student. We are committed to making your time with us as worthwhile and as enjoyable as possible. Helping people make music is what we do best, knowing that music-making is one of the most rewarding experiences in which any person can participate.

You will be provided with qualified, experienced teachers who will give you the necessary instruction to help you learn to your maximum potential. The learning process is also dependant on quality, working musical instruments. Ray's Mid-Bell Music is a one-stop shop for all your musical needs...discounted instruments and accessories, method books, and a full service repair department with six experienced and certified technicians.

This handbook is intended to familiarize you with the Learning Center and address some important questions you may have regarding your music lessons. Please read it carefully, and direct any questions you may have to the studio coordinator. We look forward to serving you and your family throughout the coming years, and we thank you for choosing us to help you further your music education!

CONTACT INFORMATION

Ray's Mid-Bell Music
4230 S. Lancelot Lane
Sioux City, IA 51106
Learning Center Phone: 712-274-4600 x11
Email: lessons@midbellmusic.com
Web: www.midbellmusic.com

STUDIO COORDINATOR

Your "go-to" person will be the studio coordinator. He/she facilitates the entire Learning Center schedule and handles all teacher and student schedule changes. If you have a question or concern, the studio coordinator's responsibility is to cater to student and teacher needs. (In the event you have a serious concern, you may always speak with Ray's Mid-Bell management.)

WAITING AREA

Parents are welcome to wait for lessons in our waiting area. There are chairs, restrooms, cold water, and even Wi-Fi internet access (logon ID can be obtained from Mid-Bell personnel.)

FOOD & DRINK

To keep the Learning Center facility clean for everyone, any food or drink other than water is not allowed.

SCHEDULE

Your scheduled lesson time is programmed into our system based on teacher and student availability. If the *teacher's* schedule changes, we will contact you promptly to program a new time slot for your lesson. If you need a different lesson time because of a change in *your* schedule, you will need to notify the studio coordinator at least two weeks in advance. This will allow us to avoid schedule conflicts when we program your new time slot.

TUITION

Tuition is paid at the beginning of each month by automatic withdrawal from your credit or debit card. If the account number changes, please notify us before the first of the month so that we may update our records before your next payment is processed. Monthly tuition guarantees that a specific teacher be present for you during your scheduled time slot. The tuition is an average monthly amount, so some months will have more weekly lessons than others. These "bonus" lessons are **NO ADDITIONAL CHARGE**.

PAYMENT CREDITS

Because there are several “bonus” lessons each year, payment credits will *not* be issued when students are absent for any reason (i.e. illness, vacation, etc.), *nor* will they be issued for observed holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Day, and Easter Sunday.

If the *teacher* is absent for your lesson for any reason other than an observed holiday (i.e. illness, vacation, etc.), you will be credited one fourth of your monthly tuition for each lesson missed. You will also be notified of their absence as far in advance as possible.

PUNCTUALITY & ABSENCE

We ask that if you will be absent from your lesson, you call to notify us so that we may plan accordingly. If there is a pattern of absences, especially “no-shows”, your lesson time may be replaced with another student, especially if that teacher has a waiting list.

In order to get the most of your investment, we strongly urge you to arrive *on time* for each lesson. Teachers will have other lessons immediately following yours, so no lessons will be allowed to run overtime.

INSTRUMENTS, TEACHING MATERIALS, AND SUPPLIES

Students must provide their own musical instruments for use during lessons except for pianos, drum sets, and amplifiers. Instruments, method books, and accessories are available for purchase in our store.

STUDENT CARDS

We encourage parents to invest in one of our student cards for children taking lessons. This student card functions like a pre-paid credit card. Here’s how it works: The parent chooses a dollar amount. The parent then pays that amount and it becomes the initial balance on the student card (we suggest starting with \$50-\$75.) We will then issue a physical card to the student. As the student needs supplies for lessons (i.e. method books, reeds, oils, strings, tuners, metronomes, etc.) he/she will use this card to pay for those supplies. The benefit to parents is that they won’t have to repeatedly write a check or come into the store to pay for every single item their child needs for lessons.

STUDENT RESPONSIBILITIES

In order to get the most out of your lesson experience, students will need to practice regularly. This will ensure that they will be ready for any new material that the teacher may assign. The more you practice, the better player you become, and the more fun you will have making music...and that’s what it’s all about!

A NOTE TO PARENTS

Because children often haven’t yet developed the self-discipline to manage their time or persevere when things get difficult, it is important that you encourage them in their practicing. Make sure that they have an uninterrupted daily practice time and let them know that you are listening. Short, daily practice sessions are better than one long session the day before the lessons...*consistency* is the key to success. Give praise when it is due. Good habits encourage success, and genuine praise and encouragement help that to happen. Take your children to musical events in the community and listen to music at home. Give them opportunities to play their instruments for friends and family. Your involvement is important and the effort expended now will make a difference in the future.

Once again, welcome to the Ray’s Mid-Bell Music Learning Center!

General Manager

Studio Coordinator