



School Policies 2009-2010

The school and its teachers define their pedagogical program for the school year, therefore enrollments for each child are made on an annual basis. No cancellation during the year will be reimbursed except in unusual circumstances such as long-term illness, accident, or relocation.

Missed individual lessons for valid reasons (illness, accident, family problem) with justification and notified at **least 48 hours** before may be made up *if the teacher's schedule allows it*. Beyond this time limit, we cannot guarantee the lesson will be made up. *Make-ups are only automatic if the teacher is absent. The teacher according to his/her schedule and in agreement with the Directors determines the time and date of the make up lesson.* The teacher according to his/her schedule and in agreement with the Directors will make up the lesson so each student will have thirty-one weeks of lessons during the year. Prolonged absences (illness, accidents, etc.) should be brought to the attention of the Administration as soon as possible in order to study the best solution for the family and the teachers concerned. *Any absence of this kind not communicated immediately cannot be taken into account by the Koenig School.*

Please bear in mind that while we encourage participation in the ISP theater program, we cannot issue refunds if theater rehearsals should conflict with your child's music courses. Therefore we ask you to consider whether your child may audition for the theater production when choosing music lesson times.

For the well-being of all, lesson times must be scrupulously respected. Latecomers offset the schedule and punish those children who are on time.

ISP has a very strict policy regarding the presence of students in the building after regular school hours. Children taking music classes must either be in the music classroom awaiting their lesson, or leave the campus and return at the actual lesson time. We will require a written statement from all enrolled students confirming which of these two options they have chosen.

The school provides a music notebook for all children taking private lessons. Throughout the year, the teachers note the work done during each lesson, the work for the week, as well as comments concerning the student's work, his/her progress and motivation. Parents may enter their comments and questions in the notebook as well.

I, the undersigned _____, certify having read the Ecole Koenig's Music at ISP School Rules and promise to respect them.

Family name:

Signature:

Date: