



Northern California Music and Art Culture Center
3120 Geary Blvd., San Francisco, CA 94118
T/F: (415) 751-6222
E-mail: ncmacc@ncmacc.org
Website: https://ncmacc.org

STUDENT INFORMATION

Name: Birthdate:
Address: City: Zip:
Parent/Guardian: Phone:
Email: School Currently Attending:

EMERGENCY CONTACTS

1. Relationship TEL:
2. Relationship TEL:

INSTRUMENT: LESSON: 30 mins. 45 mins. 60 mins.

PREFERRED LESSON SCHEDULE: (Please provide two or more available times. e.g. Monday, anytime from 3pm to 6pm; Thursday, from 2pm to 6pm.)

Monday Thursday
Tuesday Friday
Wednesday Saturday

How did you hear about NCMACC? Friends/family Flyer Internet Search Other Organization Other

MEDICAL INFORMATION:

Whenever possible, and in accordance with the ADA, NCMACC provides reasonable accommodations to enable students of all abilities to successfully participate in our program.

Does your child have any disability or special accommodation requests? Yes No
Is there any medical information we should have about your child(ren) (e.g. allergies, asthma, etc.)? Yes No
Does your child(ren) regularly take any prescribed medication? Yes No

If you answered yes to any question in the Medical Information section, our staff will contact you and a supplemental acknowledgement release form must be filled out and returned to our office.

PHOTO RELEASE

NCMACC photographs students for newsletters, flyers, press kits, etc.
Yes, my child's photo may be used. No, my child's photo may not be used.

NCMACC Studio Policies

PAYMENT

- ❖ Lesson Fee: Two months tuition fee must be paid in advance. Payment received after the 10th day of the first month will be subjected to a \$20 late fee.
- ❖ Registration Fee \$40: One time per new student, non-refundable. The second child's fee will be \$20 (50% discount).

MISSED LESSONS

- ❖ **Student's Absence:** Teachers are not required to makeup students' missed lessons, except for the following reasons.
 1. Sickness (1 makeup lessons per semester)
 2. School event or scheduling conflicts (1 makeup lessons per semester)
 3. Family emergency (1 makeup lessons per semester)

Leaves of Absence: In cases of serious illness or injury, a leave of absence may be requested along with a doctor's note. If approved by the teacher and the office, credit may be given for the absences.

- ❖ **Teacher's Absence:** In cases of teacher is absent due to sickness or emergency, a sub teacher will be arranged to ensure the students have the lesson regularly.

REFUNDS

If the student decides to discontinue after the first lesson and inform the Office at least 24 hours before the second lesson, we will refund the remaining lesson fee.

WITHDRAWAL

Students must notify the NCMACC office with a written notice **of 4 weeks in advance prior** to the last lesson.

CONDUCT

Parental supervision is required before and after lessons for all students. Neither teachers nor administrative staff is responsible for supervising children outside of lesson time.

HOLIDAYS

- ❖ 4 National Holidays (No Lessons): Memorial Day, Independence Day, Labor Day, and Thanksgiving week.
- ❖ Winter Break (No Lessons): December 24th-January 1.
- ❖ Summer Session: June 15th – August 15th
 - Student can take a break of maximum six weeks during the summer. However, if the student take more than 4 weeks off, the teacher may not be available at the original lesson time.

NON-DISCRIMINATION POLICY

NCMACC complies with all laws prohibiting discrimination in the conduct of its operations and programs. NCMACC admits students of any religion, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, race, color, national and ethnic origin in the administration of its educational policies, scholarship programs or other school administered programs.

**** By enrolling your child in our piano lessons, you agree to abide by the NCMACC studio policy.*

*You understand that good instrumental lessons may involve touching and adjustment of the student's body to correct posture by the teacher; and you are aware that NCMACC teachers are strictly contracted not to solicit parents to arrange outside lesson. NCMACC reserves the right to make changes to the policy when necessary. We will send notification in advance for any changes that might occur. ****

I have read and agree to the policies and statements above.

Name : _____ Signature: _____ (Print) Date: _____

Questions to Help NCMACC and Teachers Get to Know Your Child

Name of Student: _____

Age: _____ Instrument: _____

Is your child a beginner or advanced student with this selected instrument?

Does your child play other instrument? If so, for how long?

What is the approximate attention span of your child?

What motivates your child to learn?

What are your goals/expectations for your child while he/she is taking music lesson with the teacher?

Do you have any concerns about your child taking music lesson?

What are your expectations/suggestions for teacher instructing the lesson?

Is there any other information you would like our staff to know?