

OLENKA SCHOOL OF MUSIC POLICIES & WAIVER FORM

OSM SCHOOL POLICIES

1) A non-refundable \$25 registration fee is due upon registration for all students. This fee will be waived for current students who remain enrolled, without taking a break longer than one month, including during the summer session.

2) **Inclement Weather:** Call 410-309-0770 to listen to our updated recorded message. Classes cancelled due to weather will be scheduled as a group by your teacher whenever possible. For Private Lessons, please reach out to your teacher directly. Classes and private lessons may be conducted online.

3) **Holidays:** All class meeting dates & prescheduled OSM closures are published by class day on the **OSM Yearly Calendars**. All private lesson dates and prescheduled OSM holiday closures are published on the **OSM Private Lesson Tracker**.

4) **Adult Supervision:** All children under 13 yrs. old must be supervised by an adult before/after attending classes or lessons. Students must remain in designated waiting areas and are not allowed to be in classrooms or practice rooms unsupervised.

5) **Cell Phones/Electronic Devices:** Please set electronic devices to silent/vibrate while in studios to eliminate disruption of classes and lessons. *Personal Devices may not be used in classrooms. Please step out of classrooms if you must use your device.*

6) **Music Together Classes for Infant - 4 yrs:** By enrolling in a Music Together class at OSM, a licensed Music Together center, you agree that any information you provide will be shared with Music Together Worldwide (MTW). For information about how MTW uses and stores your personal information, we encourage you to review the MTW Privacy Policy at musictogether.com/privacy-policy.

7) **Guest Participation:** All unregistered children, siblings and adults wishing to attend music programs must be scheduled as guests through the OSM office in advance, to ensure classes are not overcrowded. To arrange and pay in advance, email the office at: olenkamusicmaryland@gmail.com.

8) **Illness Safety Policies:** Masks are optional, not required. Please be respectful to those who chose to wear a mask. Students who are ill should not attend class and should contact the office by emailing olenkamusicmaryland@gmail.com to cancel. A make-up class or lesson may be scheduled, based on availability and class space.

9) **Tuition** must be paid prior to attending any class or lesson. AutoPay is required for private lessons and offered for 20-week classes. An up to date credit card is required and will be charged on the 8th of each month. Late fees will be assessed for payments after the 8th of each month.

OSM CONSENT FORM & WAIVER CLAIM

By participating in a music program at Olenka School of Music, I voluntarily consent to Olenka School of Music, Inc.'s use of any photographs or video recordings that are taken while participating in any class, lesson, recital, or event at OSM.

OSM WAIVER CLAIM:

In consideration of the right to participate in such programs, the undersigned releases and discharges OSM and its employees from any and all claims, demands, actions, or damages of any kind arising from participation in OSM programs. I have read and understand the OSM Cancellation/Refund Policy, and I am responsible for the remittance of all tuition payments.

I agree to the terms outlined in **ALL** the above **OSM Policies and the OSM Waiver Claim** and further agree to abide by the **OSM School Policies**.

Parent/Guardian Signature Date

OSM GROUP CLASS POLICIES

1) **Withdrawing from Classes:** If a student must withdraw from a group class, OSM will refund the payment minus the non-refundable registration fee as follows:

- Withdraw before 1st class = 100% refund
- Withdraw after 1st class = 50% refund
- Withdraw after 2nd class = 0% refund

Exceptions, at the discretion of OSM, may be made in cases of prolonged illness or permanent relocation.

2) **Make-Up Classes:** Make-ups may be scheduled based on availability and space in class. Make-ups must be taken during the same semester as the missed class. Email the OSM office olenkamusicmaryland@gmail.com to request a make-up class.

3) **No credits will be issued for missed classes.**

4) **Material Fees** are included in group class pricing.

5) **Parent Participation** is required for all classes, except advanced musicianship, vocal, guitar, and ukulele classes. To ensure classes are not overcrowded, 1 parent or guardian may attend each class. If you would like an additional adult to attend, email the OSM office at olenkamusicmaryland@gmail.com in advance to arrange and pay a guest fee per extra attendee. Parents are encouraged to model for their child, participating and engaging in class activities.

7) **Behavior:** Children deemed disruptive might be asked to leave the classroom until such time as they are ready to return to class calmly, follow directions and participate without disruption.

I have read and agree to the OSM Group Class Policies above.

Parent/Guardian Signature Date

OSM PRIVATE LESSON POLICIES

1) **Absence from Private Lesson:** A minimum of 24-48 hours advance notice directly to the instructor is required prior to missing a scheduled lesson.

Please DO NOT contact the OSM Office to reschedule private lessons. It is the responsibility of the student to exchange contact information with their instructor for the purposes of canceling or rescheduling lessons.

2) **Private Lesson Make-Ups:** Students are allowed no more than two (2) make-up lessons per school year, if notice is given to the instructor in the timely manner (24 to 48 hours prior the lesson scheduled). Make-ups will be scheduled at the discretion of the instructor and must be completed during the same semester as the missed lessons.

3) **No credits will be issued for missed lessons.**

4) **Monthly Tuition** covers 4 lessons and *does not vary* by length of the month or closure due to prescheduled OSM Holidays. *Please pick up a copy of our Private Lesson Tracker for reference.*

5) **Materials:** Additional fees for materials may be periodically billed to the student's account at the request of instructor.

6) **Withdrawing from Private Lessons:** Requests for cancellation must be made *in writing and delivered or emailed to the OSM office three (3) weeks prior to cancellation*, in order to receive a prorated refund of prepaid lessons, minus any applied pre-payment discounts. As a courtesy, please notify your teacher of lesson cancellation.

I have read and agree to the OSM Lesson Policies outlined above.

Parent/Guardian Signature Date