DaySpring Arts & Education  
Music Department, 20-21  
Orientation Letter, Policies & Calendar

Until further notice please refer to the Covid policies sheet, which may override some of these policies.

Welcome to DaySpring Arts and Education! We are excited to have you as a part of the Music Department this year. We are confident of the education you will receive with your private lesson teacher. Our instructors are well-educated and experienced in their given disciplines. Students will benefit greatly from their time spent learning, progressing, and performing with our teachers. Thank you for trusting us to share our love of music with your family.

Highlights:
- Regularly scheduled recitals throughout the year provide optimum learning experiences carefully guided by private instructors
- Our Fall Festival recital event will be held Saturday, October 24 at 6:30pm at Dayspring. Costumes are encouraged!
- String, wind, and percussion students unite to present their unique skills in their own recital Friday, January 22 at 6:30pm at DaySpring

Also, please note that this is a good time to review your instruments’ needs. All instruments need to be serviced regularly and in good repair for students to develop appropriately when preparing for lessons and performances. If you need help, please ask your private teacher for assistance.

Please review the attached policies and dates; if you have any questions at any time, please call/text or email me. Communication is vital to a successful experience in private music instruction. Students are our highest priority!

Sincerely,
Betsey Karako, Music Department Head
betseykarako@dayspringarts.org
417.231.3021

Music Department Policies
Please be sure to read DaySpring’s General Policies below.

Music Lessons Registration and Payment
- Students are asked to commit to an 18-week semester by filling out a paper registration form at the front desk.
- Our software will enter a registration for the 36 weeks of the school year (August 19-May 24; number of summer lessons is set by individual studio teachers). You will receive an email reminding you that the second half of the year is coming, and if you would like to discontinue lessons you may respond at that time. Otherwise lessons will continue to the next semester.
- Arrangements may be made for additional lessons. Later registrations will be prorated.
- One paid trial lesson is allowed before official registration by teacher arrangement.
- The annual family registration fee will be paid prior to the first regular lesson.
- Your registration is not complete until payment has been arranged.
- Tuition may be paid in full at registration or by monthly “Autocheck” arranged in 9 installments for the school year starting in August. Families can opt to have payment withdrawn on the 1st or 15th of each month. Any new registrations after the start of the school year will be evenly divided between the remaining months of the school year. Summer payments will be divided monthly for 3 payments beginning in May.

Discounts
- If two or more immediate family members are enrolled in private lessons or if a student is enrolled in more than one instrument, a 5% discount will be given for the lesser-valued lessons.

2500 Metro Blvd., Maryland Hgts., MO 63043        314.291.8878        www.dayspringarts.org
Refunds

- If a student chooses to withdraw from private lessons, the school will determine if a refund of any remaining lessons is available depending upon the circumstances of the withdrawal and with approval from the Executive Director. The registration fee is nonrefundable.
- A refundable leave of absence due to illness may be approved through special permission from the Executive Director.

Missed Lessons

- Signing up for lessons means that your teacher will be reserving a weekly time slot. If a student cannot attend a lesson, the teacher is still required to reserve their time slot. Students will be charged the complete number of lessons for which they registered, even if they do not attend them.
- Each student will be allowed only one make-up lesson per semester to be used in case of sickness, vacation, scheduling conflicts, etc. Make-ups will only be given if a teacher has received proper notice of a student’s absence. (Proper notification means at least 24 hours notice, except in the case of illness or emergency.)
- Most teachers will offer one make-up day per semester; teachers are not expected to go to extraordinary lengths to provide make-up lessons. Scheduled make-up lessons that are missed by the student will not be made up.
- Make-up lessons are given if the missed lesson is due to teacher absence or weather/building problems.
- Please be aware that teachers are not expected to adjust lesson times to accommodate sports schedules, after-school activities, rehearsals, etc.
- Teachers may replace a student who has not shown up or communicated after 4 weeks, even if the lessons have been paid.

Holidays/Snow Days

- The private lesson semester includes Thanksgiving and Christmas break, as well as a Spring break. Please check with your teacher for possible revised schedules.
- Afternoon snow cancellations will be announced on Channel 2, 4 & 5 as “DaySpring School of the Arts”, and morning cancellations as “DaySpring Academy”. They will also be posted on the DaySpring website. Your teacher will contact you to arrange a makeup lesson.

Recitals

- DaySpring holds student recitals throughout the year (see Private Lesson Recital Schedule). Many recitals are held at the Steinway Recital Hall located at Dorsett & Metro. Please use the main, front entrance of the Steinway Gallery. Recitals are free and open to all students and their families.
- Participation in recitals is at the discretion of the music teacher.

Parent and Student Responsibilities

- Students should arrive on time for lessons. Lessons will end on time even if the student arrives late.
- Children, under 16, should not be left unsupervised before or after lessons. Teachers have back-to-back lessons and cannot be responsible for watching students after their lessons have ended.
  - If your student is left unsupervised for more than 10 minutes after a lesson, families may be required to pay $1 for every minute their student is left at DaySpring. This fee goes directly to the teacher or office admin who has to stay to oversee the student.
- Music books are an essential part of private lessons. Please expect this expense when enrolling for lessons. Music may be purchased at Midwest Sheet Music, one block away. If a student receives books or materials selected by a teacher, payment should be made to the office.
- Practice is expected and indispensable for progress. Please regularly speak with your teacher about how to assist students at home to make practice times successful and satisfactory.
- If you wish to change teachers at Dayspring or make any modifications to your lesson, please contact your teacher and/or the Music Department Head, Betsey Karako: betseykarako@dayspringarts.org
DaySpring Music Department
Important Dates
2020-21 Season

August
20 Private lesson Fall Term begins

September
7 Labor Day-No Classes/Lessons
18 Private lesson Student Recital
   Friday, 7pm at Steinway

October
16 Private lesson Student Recital
   Friday, 7pm at Steinway
24 Fall Festival
   Saturday, 6:30pm at Dayspring

November
20 Private lesson Student Recital
   Friday, 7pm at Steinway
23-31 Fall Break – No lessons

December
18 Private Lesson Christmas Recital
   Friday, 7pm at Steinway
20-31 Christmas Break - No classes

January
1-3 Christmas Break
4 Private Lessons Resume
14 Private Lesson Spring Term begins
21 M.L.K. Day - Lessons Occur/Arts Programming
22 Instrumental Recital at Dayspring
   String, Percussion, Wind students
   Friday, 7pm at Dayspring

February
26 Private Lesson Student Recital
   Friday, 7pm at Steinway

March
19 Private Lesson Student Recital
   Friday, 7pm at Steinway
22-27 Spring Break-No classes

April
TBD Spring Festival Auditions
   Dayspring
23 Private Lesson Student Recital
   Friday, 7pm at Steinway

May
3 Private Lesson Student Recital
   Friday, 7pm at Steinway
21 Private Lesson Student Recital
   Friday, 6:30pm at Dayspring
29 Senior Celebration/Graduation
31 Mental Day-No Classes/Lessons