

**ROXBURY TOWNSHIP PUBLIC SCHOOLS
ROXBURY TOWNSHIP COMMUNITY SCHOOL**

One Bryant Drive, Succasunna, New Jersey 07876
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September 2011

Dear Parents/Guardians of **APPLIED MUSIC INSTRUCTION** Participants:

I would like to welcome your child to **APPLIED MUSIC INSTRUCTION** and congratulate you for enrolling your child in this valuable program available through the Roxbury Community School.

As this is the beginning of a new year, it is important that we establish policies and procedures to maximize the effectiveness of the program and the success of the students. We have enclosed a Registration Form and two copies of the Policies and Procedures Form. Please return the completed Registration Form and \$20.00 yearly registration fee to the Music Department along with one signed copy of the Policies and Procedures Form. Retain the second copy of the Policies and Procedures for your records.

Parents/guardians must notify the student's instructor at least 24 hours prior to an absence. If notification is made 24 hours prior to a student's lesson, there will be no charge for the lesson; however, if less than 24 hours of notification is given, the regular rate for the lesson will be charged. If your child becomes ill during the school day and is sent home by the nurse, YOU MUST STILL call the instructor to cancel. Continuous absence without notification is cause for dismissal from the program.

In order to ensure accurate record keeping, **APPLIED MUSIC INSTRUCTION** coupons will require students and families to record dates of lessons, absences, and cancellations. Payments for lessons taken will be due on the seventh of the following consecutive month. Failure to make payment by the seventh will result in a \$10.00 late fee being assessed to the account. Frequent delinquent payments will be cause to have lessons suspended.

Please be aware that lessons will not be held on days when school is closed or when there is an early dismissal from school for a weather emergency. For up-to-date information on school closings, you can visit www.roxbury.org--a banner statement will appear announcing any school closings.

If we can be of assistance in any way, please contact the Roxbury Community School office, at (973) 584-7699 as she coordinates our music billing in conjunction with our instructors.

We look forward to working with you and your children.

Thank you,

ROXBURY COMMUNITY SCHOOL