

**Roxbury Community School**  
**Applied Private Music Lesson Program – Vocal Instruction**  
**Registration Form – 2021/2022**

Please fill out both sides of this form and return to Mr. Hachey (Voice, Piano, Guitar) at Roxbury High School with your registration fee and you will be assigned a weekly lesson time. Email addresses provided for students/parents will be used to communicate updates about lessons, payments, and other important information.

Student Name (First/Last): \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student E-mail Address: \_\_\_\_\_  
 Parent/Guardian Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (H): \_\_\_\_\_ Phone (C): \_\_\_\_\_ Phone (W): \_\_\_\_\_  
 Parent/Guardian E-mail Address: \_\_\_\_\_

**Applied Voice Staff:**

*When registering for lessons, you can request a preferred instructor; however, preferred instructors are not guaranteed. Lessons will be virtual until further notice. Not all instructors provide both in-person or virtual options.*

**I want to sign up for (circle one):** voice lessons, piano lessons, guitar lessons

Mr. Patrick Hachey (Voice)                      Ms. Jessica Harrison Calderon (Voice, Piano)                      Ms. Sarah Hunter (Voice, Piano)  
 Mr. Dan Salyerds (Voice, Piano, Guitar)      Ms. Krista Sweer (Piano)

Instructor Preference – First Choice	Day-Time Slot First Choice	Voice/Instrument
Instructor Preference – Second Choice	Day-Time Slot Second Choice	Voice/Instrument

I give permission for my child to participate in the Roxbury Community School Applied Music Lesson Program. My child and I have read and will abide by the Policies and Procedures attached and specified online at [www.roxbury.org/AppliedMusicPolicies](http://www.roxbury.org/AppliedMusicPolicies).

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Annual Registration Fee of \$100 (includes the cost of the first 2 lessons):**

The Applied Music Registration fee of \$100 is due at the time of registration and is required PRIOR to lessons commencing. This fee includes the cost of the first two lessons. The registration portion of this fee is non-refundable. Checks/money orders need to be made payable to the Roxbury Community School and attached to this registration form. You can pay via credit card by listing your information below. Lessons thereafter are \$27 per half hour purchased in bundles of four (4) lessons.

- \_\_\_\_\_ Attached find my check for \$100 made out to the Roxbury Community School for the annual registration fee
- \_\_\_\_\_ Please bill the credit card listed below in the amount of \$100 for the annual registration fee
- \_\_\_\_\_ Please use the credit card listed below for auto-billing. One bundle of lessons totaling \$108 (or 4 lessons) will be charged when account reaches zero balance.

Cardholder's Name (as it appears on the card)	Credit Card Number	Exp. Date (mm/yy)
---	--------------------	-------------------

Billing Address (if different than above) \_\_\_\_\_

Please sign to authorize the Community School to process these charges as noted above. \_\_\_\_\_  
*Signature Authorizing Payment Noted Above*

Information regarding payment options can be found online at [www.roxbury.org/AppliedMusic](http://www.roxbury.org/AppliedMusic) - Pay for Lessons. Payment information will also be shared in the Welcome Letter and Invoice once a lesson schedule is established.

**For Office Use:** Day of Week: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 Date Lessons are Scheduled to Begin: \_\_\_\_\_ Time: \_\_\_\_\_

# ROXBURY COMMUNITY SCHOOL – APPLIED MUSIC PROGRAM

25 Meeker Street | Succasunna, NJ 07876 | Phone: 973-584-7699 | Fax: 973-252-1434 | [www.roxbury.org/AppliedMusic](http://www.roxbury.org/AppliedMusic)

## 2021/2022 POLICIES AND PROCEDURES – DISTRICT COPY

Please return the signed Policies and Procedures, Registration Form, and Registration Fee to Mr. Conrad (Instrumental Instruction) or Mr. Hachey (Vocal Instruction) at Roxbury High School. Please keep the parent copy of the Policies and Procedures for your records to insure proper procedure of rules. For full program details, please visit [www.roxbury.org/AppliedMusic](http://www.roxbury.org/AppliedMusic).

**LOCATION** – As long as health conditions allow, the **Applied Music Program** will be starting the school year with the option of in-person or virtual lessons. In-person lessons will take place at Roxbury High School, located at 1 Bryant Drive in Succasunna, NJ.

**CALENDAR** – In-person lessons will not be held on days when there is an early dismissal from school for a weather emergency. However, lessons can take place virtually when school is closed. Parents/guardians are not responsible for paying tuition for days in which the instructor cancels class. For up-to-date information on school closings and for school calendars, please visit [www.roxbury.org](http://www.roxbury.org). Lessons will run from September 2021 through June 2021 based on instructor availability. Lessons may take place virtually during school closures (i.e., holidays, breaks). This will be communicated by the instructor if lessons are to take place during these school closures. Lessons may also take place after the end-of-year recital.

**LESSONS** – All students should come to their Applied Music Lessons with their instruments, sheet music, and other materials identified by the instructor. It is the student's responsibility to report either virtually or to the appropriate location in the RHS Band Wing or Choir Wing for his/her lesson.

**REGISTRATION FEE (FEE + FIRST 2 LESSONS)** – The mandatory registration fee is due at sign up each year. This fee is \$100 and includes the first two lessons. The registration portion of this fee is non-refundable. This payment is paid directly to the Roxbury Community School. Payment information is required at time of registration. If paying via check/money order, it needs to be made out to the Roxbury Community School and attached to the registration form. If paying via credit card, that information will need to be provided on the registration form. This payment will be required PRIOR to lessons commencing.

**TUITION/PAYMENTS** – Lessons are \$27 per half hour. When registering for lessons, you can request a preferred instructor; however, preferred instructors are not guaranteed. Payment for lessons will be in bundles of four (4) equaling \$108 unless the family has signed up for auto-billing. Payment for lessons is required in advance of lessons being taken. Please try and stay at least one bundle or one month ahead. Monthly invoices will be emailed to families (parents AND students) recording when lessons take place as well as how many lessons are left on the account. Invoices will be emailed out between the 20th-25th of each month. For a sample invoice, visit [www.roxbury.org/AppliedMusic](http://www.roxbury.org/AppliedMusic) under the FAQ section. Credit card payments for lessons are to be made online except for the first two (2) lessons which are included in the registration fee. Checks, money orders, or cash should be sent directly to the Roxbury Community School. Instructors **ARE NOT** to accept payments directly. Payment vouchers and the auto-billing form can be found at [www.roxbury.org/AppliedMusic](http://www.roxbury.org/AppliedMusic) under the Pay for Lessons section. Instructors will have access to the lesson sheet to know where your student stands account wise and can deny lessons with a zero or negative balance.

**RECORD KEEPING** – We ask that all parents keep track of when your child has a lesson. The Community School will have a record from the instructors


of which students took lessons on what day. Please keep your own records of your child's lesson dates, absences, and cancellations.

**ATTENDANCE POLICY** – It is the parents'/guardians' responsibility to notify the student's instructor at least **twenty-four (24)** hours PRIOR to an absence. If notification is made **twenty-four (24)** hours prior to a student's lesson, there will be no charge for the lesson (this is considered a CANCELLATION and will appear on your invoice with a "C" in the Reason column); however, if less than **twenty-four (24)** hours of notification is given, the regular rate for the lesson will be charged (this is considered an ABSENCE and will appear on your invoice with an "A" in the Reason column). If your child becomes ill during the school day and is sent home by the nurse or is out sick on the day of the lesson, **YOU MUST STILL** notify the instructor to cancel as instructors do not have access to a school's absentee list. The instructor will provide an email address to the student/parent for notification purposes at the first lesson. Continuous absence without notification is cause for dismissal from the program.

**WITHDRAWAL FROM PROGRAM** – In order to withdraw your child from this program, you **MUST** send an email to [comschool@roxbury.org](mailto:comschool@roxbury.org) stating your request with an effective date. Your account will need to be paid in full before your account is deactivated. A lock will be placed in Genesis until the balance is paid. A confirmation email will be sent out once this is complete along with the family's final invoice for their records.

**END-OF-YEAR PROCEDURES** - Monthly applied music invoices will be sent out September-May. Beginning in June, applied music invoices will go out WEEKLY. We ask families to plan accordingly as to how many lessons will be needed between the beginning and end of June. Beginning in June, if an account has a negative balance, a Genesis lock will be put in place until the negative balance is paid in full. Locks will be removed within 48 hours of the full payment being made. Any lessons remaining at the end of June will be refunded as lessons/payments **CANNOT** and **WILL NOT** be carried over to the next year. If payments were made via check, a copy of your endorsed check (front and back) will be needed in order to process your reimbursement. If copies are not received by June 30, you forgo possible reimbursement. Credit card payments will be refunded back to the card used if the payment was made within three months of the refund period. If the payment was older than that, the refund will be processed through the Accounts Payable department and a live check will be mailed to you via US Mail. Any check/cash refunds will also be processed through Accounts Payable and a live check mailed to you via US Mail.

**MEDICAL DISCLAIMER** - For participants needing to self-administer medication, please send a doctor's note to the Roxbury Community School. The only medication that can be self-administered are an EPI pen and/or an inhaler. A school nurse will not be present during this program. In case of an emergency, students will be transported to the nearest medical facility and parents will be contacted. Students and parents agree to abide by all Roxbury School District regulations. Participation in Roxbury Community School activities are at your own risk. The Roxbury Township Board of Education assumes no liability.

 Please be sure you have read the above information before proceeding. I have read, understand, and will comply with the procedures and policies outlined above. Please sign and return a copy of the Rules and Regulations. Retain the one marked "Parent's Copy" for your records.

NAME OF STUDENT: \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

# ROXBURY COMMUNITY SCHOOL – APPLIED MUSIC PROGRAM

25 Meeker Street | Succasunna, NJ 07876 | Phone: 973-584-7699 | Fax: 973-252-1434 | [www.roxbury.org/AppliedMusic](http://www.roxbury.org/AppliedMusic)

## 2021/2022 POLICIES AND PROCEDURES – PARENT COPY

*Please keep the parent copy of the Policies and Procedures for your records to insure proper procedure of rules. For full program details, please visit [www.roxbury.org/AppliedMusic](http://www.roxbury.org/AppliedMusic).*

**LOCATION** – As long as health conditions allow, the **Applied Music Program** will be starting the school year with the option of in-person or virtual lessons. In-person lessons will take place at Roxbury High School, located at 1 Bryant Drive in Succasunna, NJ.

**CALENDAR** – In-person lessons will not be held on days when there is an early dismissal from school for a weather emergency. However, lessons can take place virtually when school is closed. Parents/guardians are not responsible for paying tuition for days in which the instructor cancels class. For up-to-date information on school closings and for school calendars, please visit [www.roxbury.org](http://www.roxbury.org). Lessons will run from September 2021 through June 2021 based on instructor availability. Lessons may take place virtually during school closures (i.e., holidays, breaks). This will be communicated by the instructor if lessons are to take place during these school closures. Lessons may also take place after the end-of-year recital.

**LESSONS** – All students should come to their Applied Music Lessons with their instruments, sheet music, and other materials identified by the instructor. It is the student's responsibility to report either virtually or to the appropriate location in the RHS Band Wing or Choir Wing for his/her lesson.

**REGISTRATION FEE (FEE + FIRST 2 LESSONS)** – The mandatory registration fee is due at sign up each year. This fee is \$100 and includes the first two lessons. The registration portion of this fee is non-refundable. This payment is paid directly to the Roxbury Community School. Payment information is required at time of registration. If paying via check/money order, it needs to be made out to the Roxbury Community School and attached to the registration form. If paying via credit card, that information will need to be provided on the registration form. This payment will be required PRIOR to lessons commencing.

**TUITION/PAYMENTS** – Lessons are \$27 per half hour. When registering for lessons, you can request a preferred instructor; however, preferred instructors are not guaranteed. Payment for lessons will be in bundles of four (4) equaling \$108 unless the family has signed up for auto-billing. Payment for lessons is required in advance of lessons being taken. Please try and stay at least one bundle or one month ahead. Monthly invoices will be emailed to families (parents AND students) recording when lessons take place as well as how many lessons are left on the account. Invoices will be emailed out between the 20th-25th of each month. For a sample invoice, visit [www.roxbury.org/AppliedMusic](http://www.roxbury.org/AppliedMusic) under the FAQ section. Credit card payments for lessons are to be made online except for the first two (2) lessons which are included in the registration fee. Checks, money orders, or cash should be sent directly to the Roxbury Community School. Instructors **ARE NOT** to accept payments directly. Payment vouchers and the auto-billing form can be found at [www.roxbury.org/AppliedMusic](http://www.roxbury.org/AppliedMusic) under the Pay for Lessons section. Instructors will have access to the lesson sheet to know where your student stands account wise and can deny lessons with a zero or negative balance.

**RECORD KEEPING** – We ask that all parents keep track of when your child has a lesson. The Community School will have a record from the


instructors of which students took lessons on what day. Please keep your own records of your child's lesson dates, absences, and cancellations.

**ATTENDANCE POLICY** – It is the parents'/guardians' responsibility to notify the student's instructor at least **twenty-four (24)** hours PRIOR to an absence. If notification is made **twenty-four (24)** hours prior to a student's lesson, there will be no charge for the lesson (this is considered a CANCELLATION and will appear on your invoice with a "C" in the Reason column); however, if less than **twenty-four (24)** hours of notification is given, the regular rate for the lesson will be charged (this is considered an ABSENCE and will appear on your invoice with an "A" in the Reason column). If your child becomes ill during the school day and is sent home by the nurse or is out sick on the day of the lesson, **YOU MUST STILL** notify the instructor to cancel as instructors do not have access to a school's absentee list. The instructor will provide an email address to the student/parent for notification purposes at the first lesson. Continuous absence without notification is cause for dismissal from the program.

**WITHDRAWAL FROM PROGRAM** – In order to withdraw your child from this program, you **MUST** send an email to [comschool@roxbury.org](mailto:comschool@roxbury.org) stating your request with an effective date. Your account will need to be paid in full before your account is deactivated. A lock will be placed in Genesis until the balance is paid. A confirmation email will be sent out once this is complete along with the family's final invoice for their records.

**END-OF-YEAR PROCEDURES** - Monthly applied music invoices will be sent out September-May. Beginning in June, applied music invoices will go out WEEKLY. We ask families to plan accordingly as to how many lessons will be needed between the beginning and end of June. Beginning in June, if an account has a negative balance, a Genesis lock will be put in place until the negative balance is paid in full. Locks will be removed within 48 hours of the full payment being made. Any lessons remaining at the end of June will be refunded as lessons/payments **CANNOT** and **WILL NOT** be carried over to the next year. If payments were made via check, a copy of your endorsed check (front and back) will be needed in order to process your reimbursement. If copies are not received by June 30, you forgo possible reimbursement. Credit card payments will be refunded back to the card used if the payment was made within three months of the refund period. If the payment was older than that, the refund will be processed through the Accounts Payable department and a live check will be mailed to you via US Mail. Any check/cash refunds will also be processed through Accounts Payable and a live check mailed to you via US Mail.

**MEDICAL DISCLAIMER** - For participants needing to self-administer medication, please send a doctor's note to the Roxbury Community School. The only medication that can be self-administered are an EPI pen and/or an inhaler. A school nurse will not be present during this program. In case of an emergency, students will be transported to the nearest medical facility and parents will be contacted. Students and parents agree to abide by all Roxbury School District regulations. Participation in Roxbury Community School activities are at your own risk. The Roxbury Township Board of Education assumes no liability.

 Please be sure you have read the above information before proceeding. I have read, understand, and will comply with the procedures and policies outlined above. Please sign and return a copy of the Rules and Regulations. Retain the one marked "Parent's Copy" for your records.

NAME OF STUDENT: \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_