

2023 - 2024 Calendar Year and Lesson Policies

Music Lessons will begin on Monday August 21, 2023

MTEC will be closed the following days:

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|  | Saturday, September 2 through Monday, September 4 (Labor Day) |
|  | Tuesday, October 31 (Halloween) – this applies to lessons only |
|  | Thursday, November 23 through Saturday, November 25 (Thanksgiving Holiday) |
|  | Monday, December 25 through Saturday, January 6 (Winter Break) |
|  | Friday, March 29 (Good Friday) and Saturday, March 30 (Observance of Easter) |
|  | Saturday, May 25 and Monday, May 27 (observance of Memorial Day) |
|  | Monday June 10 through Saturday June 15 (Summer Break) |
|  | Thursday, July 4 through Saturday, July 6 (observance of Independence Day) |

You will be automatically re-enrolled in lessons. A 30-day written notice to the co-directors is required to end lessons. You can reach the co-directors at [maggie.mcallister@mtecincorporated.com](mailto:maggie.mcallister@mtecincorporated.com) and [jessica.wallner@mtecincorporated.com](mailto:jessica.wallner@mtecincorporated.com).

Lessons cancelled by instructor will be made up. If a make-up is not possible due to scheduling issues, payment will be credited.

A student absence without prior notification to MTEC does not constitute a make-up.

In the case of sudden illness, emergency, or a minimum of 24 hours’ notice, a student is allowed up to **4 make-up lessons** **per year** based on the date of enrollment. Additional student absences will not be made up, nor will payment be credited to a student’s account.

If you enroll before December 18, you have 4 makeups in the 2023-2024 year.

If you enroll before April 1, you have 3 makeups in the 2023-2024 year.

If you enroll before June 3, you have 2 makeups in the 2023-2024 year.

If you enroll before August 19, you have 1 makeup in the 2023-2024 year.

Credits will be evaluated and dispersed after each make-up week.

Allotted makeups will reset for the 2024-2025 lesson year after Saturday, August 24.

Throughout the lesson year, there will be 4 make-up weeks. Regularly scheduled lessons do not occur during these weeks. Therefore, these weeks will not be billed but can be used for make-ups per your instructor’s availability. Instructors are responsible for scheduling and communicating make-up lessons.

These make-up, non-billed weeks are:

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|  | Monday, December 18 through Saturday, December 23 |
|  | Monday, April 1 through Saturday, April 6 |
|  | Monday, June 3 through Saturday, June 8 |
|  | Monday, August 19 through Saturday, August 24 |

All schedule changes are to be communicated with the co-directors.

Students are expected to arrive on time; lessons starting late will end at the regularly scheduled time.

Payment is due at the first lesson of each month; an invoice will be emailed with specific lesson dates listed. Lessons will be billed monthly. Payments received late (beginning the second week of the month) will incur a **$10 late fee.** MTEC may discontinue lessons if a family is 2 or months behind in payment.

Appropriate music/lesson books will be purchased as needed with family permission, and an invoice for cost will be emailed, due upon receipt.

MTEC will hold two recitals during the 2023-2024 lesson year. Participation is optional. More information will be shared with families as these dates approach.

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|  | Winter Recital - Saturday, December 9 and Sunday, December 10 |
|  | Spring Recital - Saturday, May 18 and Sunday, May 19 |