



## 2024 - 2025 Calendar Year and Lesson Policies

Music Lessons will begin on Monday August 26, 2024.

MTEC will be closed the following days:

	Saturday, August 31 through Monday, September 2 (Labor Day)
	Thursday, October 31 (Halloween) – this applies to lessons only
	Thursday, November 28 through Saturday, November 30 (Thanksgiving Holiday)
	Monday, December 23 through Saturday, January 4 (Winter Break)
	Friday, April 18 (Good Friday) and Saturday, April 19 (Observance of Easter)
	Saturday, May 24 and Monday, May 26 (Observance of Memorial Day)
	Monday, June 9 through Saturday, June 14 (Summer Break)
	Friday, July 4 and Saturday, July 5 (observance of Independence Day)

You will be automatically re-enrolled in lessons. A 30-day written notice to the director is required to end lessons. She can be reached at [jessica.wallner@mttecincorporated.com](mailto:jessica.wallner@mttecincorporated.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 16, you have 4 makeups in the 2024 – 2025 year.

If you enroll before March 31, you have 3 makeups in the 2024 – 2025 year.

If you enroll before June 2, you have 2 makeups in the 2024 – 2025 year.

If you enroll before August 18, you have 1 makeup in the 2024 – 2025 year.

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

Allotted makeups will reset for the 2025 - 2026 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:

	Monday, December 16 through Saturday, December 22
	Monday, March 31 through Saturday, April 5
	Monday, June 2 through Saturday, June 7
	Monday, August 18 through Saturday, August 23

All schedule changes are to be communicated with the director.

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 2024 – 2025 lesson year. Participation is optional. More information will be shared with families as these dates approach.

	Winter Recital - Saturday, December 14 and Sunday, December 15
	Spring Recital - Saturday, May 17 and Sunday, May 18