

# Music Box

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## Bands, Chamber Ensemble, and Orchestra Program Policies

Our policies are formulated to give our contractors and employees on staff a guaranteed teaching/working schedule that permits them to reserve time for the students and practice their profession at our facilities while upholding a higher standard of education and experience for our students and affiliates.

- 1. Rehearsal Schedules:** Rehearsal schedules are established one month prior to their first rehearsal. Students and parents will receive their parts before the first rehearsal and will be in contact with their conductor and/or coach regarding the music and rehearsals. Orchestra Rehearsals will be 2 hours long with roughly a 10 minute break and led by Music Box Staff and/or approved Contractors. Bands and Chamber Ensemble (duos, trios, quartets, quintets and furthermore) schedules will be established after the formation of the group and will include 30 minutes to one hour of coaching per week (minimum), and at least one hour of rehearsal time on site for which the groups can regularly reserve.
- 2. Performance schedules:** The Music Box will arrange concert performances and gigs (outdoors when Covid 19 mandates are in place) after new orchestras, bands, and ensembles are prepared, and up to a **maximum** of 6 months between new programs/productions. These dates will be published at least one month prior to the performance(s).
- 3. Tuition** – is to be paid in full for all of the rehearsals in the invoiced month and is due on or before the first **scheduled** rehearsal for the month that is being billed. Tuition is only refundable if the program is cancelled in which a prorated amount will be returned. Invoices will be sent upon enrollment and acceptance into the program(s) and up to one month before the next cycle begins. The tuition covers the cost of sheet music, licensing, rehearsals, coachings, and any performance venue fees. **Currently, the tuition rates are as follows:**

### **Youth Orchestra:**

\$100 for 4 rehearsals

### **Chamber Ensembles (including, duets, trios, quartets, quintets, etc.):**

\$100-\$125 per member for 4 rehearsals

### **Bands:**

\$100-\$125 per member for 4 rehearsals

Tuition can be modified to reflect the number of rehearsals that are being paid for in the current month. MB Chamber Ensemble students will be billed based on the size of their chamber music group. Duo, Trios, Quartets, and Quintets will have a customized schedule and billing based on level and necessary coaching time.

- 4. Absences, Cancelled Rehearsals and Extended Breaks** - Rehearsals that are missed by the students cannot be made up or rescheduled as this is a group activity with a specialized scheduling and

administrative process. Please let the staff know regarding an anticipated absence. Rehearsals that are cancelled by the Music Box will be credited to the student into subsequent weeks. Tuition can be modified to reflect extended breaks that may occur for longer than one month.

5. **Cancellation of Enrollment in Ensembles** – In order to terminate involvement, please notify the staff one month before the billing cycle ends.
6. **Late Payment and Fee** – If payment is not received by the first rehearsal listed in the subsequent billing cycle, a late fee of 10% of the monthly rate will be charged to the enrollee.
7. **Returned Checks/Insufficient Funds** – Returned checks or notices of insufficient funds will be charged \$30 to the enrollee.
8. **Other Costs** may arise out of necessity for the student, such as proper concert attire (usually ‘concert black’), travel costs, instrument needs, and furthermore.
9. We reserve the right to modify, limit, or drop any student’s involvement with performances or rehearsals at any time if the student is uncooperative, has poor attendance, unsatisfactory progress, is behind on tuition and furthermore.
10. **COVID 19 UPDATE - It is everyone’s responsibility to ensure that the students in attendance have complied with the mandates whereas they will not attend if there are any forms of symptoms related to Covid19 or any exposure to a Covid19 positive case for a period of two weeks. Music Box staff/affiliates will be monitoring for these symptoms and will comply with local mandates so as to operate in a conducive manner to combat the spread. Masks, social distancing, sanitizing of regular contact surfaces, sanitizing of air space (filters), and personal use of stands and chairs will be exercised while under the county’s recommended medical provisions.**
11. The Music Box is not responsible for any legal recourse that may occur between a sub-contractor and a client or enrollee, and the Music Box and its officers and employees will not be held accountable for any legal action arising from such incidence.
12. This policy is administered to all involved parties and involvement in Music Box programs asserts that the policies are agreed upon and adhered to.

**I have read the above policies for the Music Box Bands, Chamber Ensemble, and Orchestra Program.**

**Student Name (printed):** \_\_\_\_\_

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

**Date:** \_\_\_\_\_