



Artist-in-Residence Program (AiR) Lessons begin week of January 23

Private Music Lessons for students in grades 5-12

—————→ **Deliver form and payment to: HARVARD COMMUNITY EDUCATION**
39 Massachusetts Avenue, Harvard, MA 01451

WINTER/SPRING SESSION 2017 15 Lessons—REGISTER BY JANUARY 19

Name _____ Grade _____ New student to AiR _____ or Returning student _____

Address _____ Town/Zip _____

Home Phone _____ Cell Phone _____

Parent(s)/Guardian(s) _____ e-mail _____

Emergency Contact _____ Phone _____

Please check the instrument you are registering for. Lesson times are assigned as students register, please see the attached **Information Sheet for scheduling information.**

Clarinet Saxophone Oboe Percussion Piano
 Flute Trumpet/Trombone Guitar String (violin, viola, cello, bass)
 Other: Please specify: _____

Winter/Spring Session (15 lessons) Fee: \$450 OR SAVE — register by JAN. 19 and pay \$425.00

PAYMENT OPTIONS: by check or Online

Checks payable to: Town of Harvard/Crosslinks mail or deliver to: Harvard Community Ed, 39 Mass. Ave. Harvard

Online Payment: www.psharvard.org, click "Online Payment Center", send form to Community Education (as above)
If you choose the online payment option, please email your Payment Confirmation Number to: jcavanaugh@psharvard.org
(we do not receive notification when a payment is made)

I, the undersigned, attest I am the parent or legal guardian of the above named child who attends the **CROSSLINKS** program and agree to allow him/her to participate in the above listed **CROSSLINKS** program. I further agree to indemnify and hold harmless the staff, administrators and official assistants and to absolve them from any and all liability arising from my child's participation in this activity.

I have been given the Artist-In-Residence Information Sheet (on the reverse of this form), have read the policies regarding Attendance, Withdrawals and Refunds and agree to abide by these policies.

Please know that it is the policy of the Harvard Public Schools not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, age, disability, or sexual orientation in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Chapter 199, and Section 504 of the Rehabilitation Act of 1973. The district compliance coordinator is Marie Harrington, Director of Pupil Services, 978-456-4143.

*****For Office Use Only*****
Mon. Tues. Wed. Thurs. Fri. Received _____
Lesson Time: _____ Instructor: _____ Check # _____ Online Payment _____

OVER—IMPORTANT INFORMATION



Harvard Community Education/Crosslinks

Artist-in-Residence Program
The Bromfield School Music Department

INFORMATION SHEET

The Bromfield School Music Department together with Harvard Community Education/Crosslinks Artist-in-Residence program provides the opportunity for students in **grades 5-12** to take individual music lessons to help achieve a higher level of mastery on their individual instrument or voice. The program is patterned after very successful programs at schools such as Wachusett Regional High School in Holden, MA and Algonquin Regional, in Northborough/Southborough, MA.

The Fall session is 10 weeks, the Winter-Spring session 15 weeks. If you prefer, you may register for the year. Teachers participating in this program have come from such places as: The New England Conservatory, Boston Conservatory, Berklee School of Music, Boston University, University of Massachusetts at Lowell and Amherst and the Hartt School of Music, Hartford, Connecticut, as well as teachers who live in this area.

Scheduling Information:

Lessons will be scheduled every half hour, every weekday from 2:30-9 p.m. (*after 3:30 for grade 5*) as long as space/instructor schedule allows. The Bromfield Music Department will interview and select all private teachers involved in the program. Many of our instructors teach at several school; some drive quite a distance. The available day/times for lessons for a particular instrument will depend on the schedule of the instructor. We will do our best to accommodate scheduling needs but cannot guarantee specific days and/or times. The program is open to all students in grades 5-12 from The Bromfield School and Hildreth Elementary.

Re-scheduling day and time of lesson must be done the first week.

Attendance Policy:

Tuition must be paid in full prior to the start of lessons. *Students are required to sign in on the instructors attendance sheet at each lesson.*

Make Up Lessons: Students are **allowed one make-up lesson per term provided the student has given our office 24 hours notice or has had a sudden illness. Instructors reserve the time in their schedule for YOU. Making up more than one missed lesson is at the discretion of the Instructor. If you miss lessons due to scheduling conflicts with other activities, the instructor is not **required** to make them up.**

If a student is going to be absent, he/she must notify our office in advance, and may do so by calling 978-456-4118. If a teacher is absent, the lesson will be made up or the student will receive a credit. *If a student misses a make-up lesson, there will be no credit/refund and no additional make-up.*

Withdrawals and Refunds:

Students who start private lessons with a new teacher are given a trial period of four lessons to ensure a good match, during which time student/parents should raise any concerns with the teacher and/or the office. After the fourth lesson, the placement becomes a commitment for the remainder of the term and there are no refunds. (Any withdrawal prior to the fourth lesson will receive pro-rated refund.) *Harvard Community Education reserves the right to discontinue any student who consistently miss lessons, no refund will be given.*