

# LAMUSArt

Creative paths, creative futures!

# **STUDENT HANDBOOK 2017-2018**

**3630 East Third Street Los Angeles, CA 90063**

**Tel: 323.262.7734 Fax: 323.262.2805**

**[www.lamusart.org](http://www.lamusart.org)**



# LAMusArt Student Handbook

## WELCOME

Welcome to the Los Angeles Music and Art School (LAMusArt). **Our mission is to mentor and support youth in their academic and personal development through training in the arts, combining quality and affordable arts instruction with the fundamental principle that the arts are a vital part of living and an essential element in the enrichment of the human spirit.** We hope that you enjoy your experience with us!

LAMusArt was established in 1945 by Pearle Irene Odell in Boyle Heights. We originally operated in two old homes, and we moved to our present location in 1967. **Today, we serve over 600 students per month in our facility, which includes two multipurpose rooms, two art studios, 20 private instruction studios, and a computer lab.**

**LAMusArt is a nonprofit organization that strives to keep our fees affordable so that everyone can take advantage of our programs. However, tuition fees cover only 60% of the cost of providing lessons and operating LAMusArt. The other 40% is raised through donations from corporations, foundations, and individuals.** Your cooperation with our policies and procedures will ensure that we maximize every dollar so that we can continue to provide vital arts instruction to the community.

## SCHOOL INFORMATION

We are located at 3630 East Third Street, Los Angeles, CA 90063.

**Our hours of operation are 2:00 p.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Saturday.**

Our telephone number is 323-262-7734. Our fax number is 323-262-2805. Our website address is [www.lamusart.org](http://www.lamusart.org).

# LAMusArt Student Handbook

## SCHOOL POLICIES

### Lesson Schedule

**All lessons are conducted on a weekly basis.** We issue an updated Schedule of Classes on a periodic basis. The Schedule of Classes lists all available classes, times, and tuition fees. **We reserve the right to modify the Schedule of Classes and fees at any time.**

The official school year begins on September 1 and concludes on August 31. **Most classes operate on an “open enrollment” basis, and enrollment may begin at any time a class space is available.**

### Registration

The registration process includes the completion of our registration form and payment of the initial registration fee and the first month’s tuition (prorated according to the number of classes to be taken in the month).

Class spots cannot be held for a student until the registration process has been completed and all initial fees have been paid.

**The initial registration fee is assessed at the time of registration and the annual renewal fee is charged on September 1 of each year.**

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### **Annual registration fees are as follows:**

- **Child (to 17 years old): \$50.00**
- **Adult (18 years and older): \$50.00**
- **Senior (60 years and older): \$50.00**
- **Family Rate (two or more students): \$50.00**

The initial registration fee is charged at the annual rates for the period of September 1 through November 30. For initial registrations from December 1 through February 29, the fee will be prorated to 75% of the annual amount; from March 31 through May 31, the fee will be prorated to 50%; from June 1 through August 31, the fee will be prorated to 25%.

The family rate is charged only when multiple members of the same family initially enroll at the same time, and if two or more family members are enrolled on September 1 of each year. If additional family members initially enroll at different times during the year, they will be charged the appropriate individual registration fee.

### **Tuition Fees**

Tuition for individual and group classes is charged on a “per class” basis. Each class is held once per week. Tuition is charged to each student’s account on the first day of each month for the number of weekly classes scheduled to be held in that month. The full monthly tuition amount must be paid in full whether or not all classes are attended.

**Monthly tuition is due and payable in full each month on the first business day of the month. Installment payment plans are not offered. A late fee of \$25.00 will be charged for current balances not paid by the fifth business day of**

**the month. Balances not paid in full by the sixth business day of the month (including late fees) will result in termination of lessons.**

It is each family's responsibility to pay the monthly tuition each month in a timely manner. We do not issue bills or statements by mail. We offer the following payment options for your convenience:

- Pay in person by cash, personal check, money order, or credit card (Visa, MasterCard and Discover) during our office hours.
- Call us at the beginning of each month to verify your balance, and either mail your payment to us or authorize use of your credit card over the phone (we will mail your receipt to you).
- Drop off your balance at the front office (checks only) and allow us to mail your receipt to you to avoid waiting in line.

**No refunds or credits are issued for student absences, whether it is due to illness, vacation, or other reasons. The month's tuition payment reserves a class spot for the student for the entire month.**

If a class is cancelled due to instructor absence or other reason, a credit will be issued to the student's account for the value of the lesson. **No refunds will be issued.**

**No make-up classes are provided in cases of either student or teacher absence.**

**A returned check fee of \$50 will be assessed for any checks returned for insufficient funds.**

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If a student is dropped from the class schedule due to nonpayment of tuition fees, the student may be reinstated once both the past due fees and the current month's tuition are paid in full, based on class availability.

### **Lesson Rules**

If a student is unable to attend a lesson due to illness or another reason, LAMusArt must be notified in advance of the class session. Any student with one (1) absence (when the front office was not notified in advance) will be removed from the class schedule. Re-enrollment will be made on a space-available basis.

To change a student's lesson time or instructor, a written request must be submitted to the front office. Changes will be made on a space-available basis. **Class or schedule changes cannot be made directly through instructors.**

Students are expected to arrive on time for lessons. Instructors will not conduct a lesson if the student arrives more than ten (10) minutes after the scheduled start time. No credits or refunds will be issued for classes missed due to student tardiness or absence. If the instructor arrives more than ten (10) minutes after the scheduled start time, the student will be entitled to a credit for the class. Instructors will not conduct a lesson past the scheduled ending time of a lesson if the student arrives late after the scheduled starting time.

We reserve the right to provide a substitute when the regular instructor is absent. No refunds or credits will be given for scheduled classes taught by a substitute.

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Only one (1) parent or legal guardian is allowed to attend the student's class with the instructor's permission. Siblings or friends are not allowed to attend lessons.

Parents must be at LAMusArt to pick up their students at the end of class. We cannot monitor children after the completion of class. Please do not leave children unattended at LAMusArt before or after class.

Students are expected to devote a reasonable amount of practice time to their lessons. Instructors will provide practice guidelines for each student.

### **Withdrawals**

When instruction must be discontinued, it is the responsibility of the parent to notify the front office. A Withdrawal Request Form must be completed and submitted to the office at least one week in advance. Refunds will be given only for withdrawals due to serious and prolonged illness, moving more than 10 miles outside of our service area, or when mutually agreed by parent, student and instructor that continued instruction is not feasible. **Refunds will be issued by mail within ten (10) business days.**

**Nonattendance does not constitute withdrawal from lessons.**

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### SCHOOL RULES

LAMusArt reserves the right to dismiss any student for lack of interest or progress, frequent absences or tardiness, behavioral problems, delinquency in payment or fees, or failure to abide by our policies, at our sole discretion.

LAMusArt reserves the right to terminate any class for which enrollment is insufficient to warrant its continuation.

**Unfortunately, due to staffing limitations, we are unable to accommodate children with severe learning disabilities.** We will make every reasonable effort to accommodate students with physical disabilities; however, due to the limitations of the building and staff, the Executive Director reserves the right to determine the feasibility of serving such students on a case-by-case basis.

**LAMusArt is not liable for any accident, injury, loss, theft or damage which may be sustained on the premises in conjunction with any activity or function. We do not assume responsibility for the personal belongings of students and parents, including instruments and vehicles.**

It is prohibited at all times to consume food, snacks and beverages inside classrooms. Food and beverages are allowed in the common areas of our campus. Please use the trash receptacles located in the courtyard and lobby for disposal of all trash. Smoking is prohibited in all areas of our campus, including the parking lot.

## LAMusArt Student Handbook

LAMusArt does not discriminate on the basis of ethnic origin, nationality, gender or religious belief in its admissions, financial aid and other educational policies.

### PHOTO AND RECORDING RELEASE

All students enrolled give permission to LAMusArt, its agents, employees and assignees to use photographs (whether still, motion or video) or voice recordings made at LAMusArt, in either class, recital, or other related events for the purpose of (and not limited to) news, advertising, display, editorial, fundraising, public relations, broadcast, or resale.

LAMusArt Student Handbook

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