

# FINANCIAL POLICY for MUSIC IN SCHOOLS PROGRAM

Children are charged for 10 lessons a term unless:  
the term is shorter  
there is a public holiday  
there is a whole school event that we have been given notice of by the first week of term e.g. swimming/athletics carnival

## PAYMENTS

Invoices are sent at the end of the term for lessons in the following term . Please pay promptly as it can be unpleasant if our Administrator has to keep following you up. We do use a debt collection service when required. Details for payment will be on the invoice. We prefer if you can use netbank.

## NETBANK

If paying by netbank or a deposit at a Commonwealth bank, please ensure the name of your child is entered on the transfer. E.g. "Deposit 2990 for \$250" is difficult for us to differentiate from other children, whereas 'Jane Bloggs, piano-Majura \$250' is clear. [If the bank can't put a name, please email us with the item # they allocate]

## CHILD'S TIMETABLE

Our teachers know where your child's home classroom is, so if they are very young, or for some reason haven't turned up to their lesson, our teacher will go and find your child. If you know that your child will be in a different classroom e.g. computer room or arts room as a one-off or regular occurrence, please phone our teacher at least the night before.

## CAMPS/EXCURSIONS

If there is a school event such as a camp that doesn't affect the whole school it is essential you notify the teacher directly. Please give them as much warning as you can, so that they can plan. You will still be charged for this lesson, however the teacher will do their best to organise a make up lesson. This may take the form of ensemble lessons with other children. Our teachers make themselves available to teach your child music every week. It is important that we can guarantee their income.

## SICKNESS or ABSENCE

If your child is sick or absent for some reason, please notify the teacher directly. You have been given their phone number on the Welcome Letter. Consistent with other music schools in Canberra, you will not receive a credit if your child misses a lesson. This guarantees our teachers their income

#### TEACHER ABSENCE

If the teacher is sick, the school will be notified. You will be given a credit for the lesson/s missed and this will be reflected in your invoice for the following term or as a refund if your child is leaving the program at the end of the term/year.

#### FLU POLICY

If a teacher is infected with influenza they are advised to take time off from teaching so as not to spread the infection further. If a teacher has time off, their students will either receive a credit for the lesson missed or they will receive a make-up lesson at a later date. If a teacher has a student attend a lesson that they suspect is infected with a virus, they are not obliged to teach them and will send the student back to class. This policy is to protect the teacher and their livelihood as our teachers are contracted by the agency and do not receive sick leave entitlements. In this case, the student is deemed to be absent from their lesson due to illness and the policy for this is outlined above.

#### WITHDRAWAL FROM PROGRAM

If your child is not continuing lessons and you wish to withdraw your child from the program, you are required to provide at least 7 days notice. Your withdrawal notice must be given by phone or email to the Music Administrator only. It is not sufficient for your child to pass on a message to their teacher that they are not continuing with lessons. Should you not provide any notice that your child is withdrawing, then the Celtic Arts Agency reserves the right to invoice for lessons until notice has been received by the Administrator.