



# Bach to Rock Fulton Policy Handbook

(revised February 1, 2024)

## **DEAR BACH TO ROCK® MEMBERS:**

Welcome to the B2R Fulton family. You and your family have embarked on a unique and rewarding musical adventure and we will do everything we can to ensure that you find the experience exciting and enriching. If at any time you need assistance or have questions/concerns, please feel free to get in touch with us via phone (301) 880-3388 and/or email, [fulton@bachtorock.com](mailto:fulton@bachtorock.com).

## **WHAT YOU SHOULD KNOW ABOUT BACH TO ROCK FULTON**

### **Instrumental Instruction at Bach to Rock is Based on Three Fundamental Principles:**

1. That musical learning is significantly enhanced, and maximum progress is achieved when students combine short one-on-one lessons with group, band or ensemble playing.
2. That motivation to learn through practice is strengthened by a “team sport” approach, in which students work together and have multiple opportunities to play in public. These activities give meaning to the otherwise solitary experience of practicing at home and provide students with real world goals.
3. That a strong, traditional and carefully sequenced methodology in both technique and musical theory should be coupled with a repertoire of music that students enjoy and to which they, their fellow musicians and their friends can relate.

### **Bach to Rock Can Provide Instruments for Lessons\***

Bach to Rock will generally provide students with instruments when they are taking lessons in its facilities.\* Therefore, students will not have to take their instruments with them to school in the mornings or transport bulky equipment to their lessons. As students advance in the curriculum, they may feel more comfortable using their own instruments and are encouraged to bring them to class. Drums, Guitars and Keyboards, plus amplifiers and other support equipment will always be supplied by the school.

### **Students Must Have Instruments at Home for Practice**

It is very important for students to have their own instruments for practice at home by their 3<sup>rd</sup>-4<sup>th</sup> week of lessons. Excellent instruments are available today at moderate prices. Instruments should be sturdy and (in the case of stringed instruments) they should be able to stay in tune. Beginning students may wish to purchase a “starter” instrument, although investing in an intermediate-level instrument may, in the long run, prove more economical as a student’s skill level and musical demands increase over time.

Keyboard/Piano students should not practice on badly maintained, out-of-tune pianos. The early years of musical study are very important for the development of an accurate “ear” and an out-of-tune instrument inhibits this learning.

### **Instrument Selection**

The B2R staff will be happy to discuss instrument selection with members and/or students to recommend appropriate instruments as well as stores in our area that carry them. In addition, B2R has wholesale contracts with musical instrument manufacturers and suppliers and can provide instruments at a discount to those who prefer to purchase them from us. A list of recommended instruments and accessories is available upon request.

## **TUITION AND BILLING**

### **Monthly Billing**

Monthly billing is calculated based on the number of lessons in the month. The number of lessons in the month may vary depending on the day of the week when a lesson occurs. B2R does not bill for regularly scheduled lessons occurring on official B2R holidays when the school is closed. There can be three, four or five regularly scheduled lessons in a month. Payment must be made by the 1st of the month to cover all regularly scheduled lessons and to reserve the day, time slot and instructor. Payment may be made by cash, check or credit card. A student enrolling after the start of the month will be billed on a prorated basis. The total will be calculated based on the number of lessons remaining in the month.

**Members paying via credit card will be automatically set up for a recurring credit card charge for each successive month’s lessons.** Members will be sent an email reminder on the 16<sup>th</sup> of the month that their credit card will be charged on the first day of the upcoming month. **Members must notify B2R by the 25<sup>th</sup> of the month if they do not want to continue instruction in the next month.** Notification may be made by sending written notice via the parent portal at [www.MyB2R.com](http://www.MyB2R.com), email [fulton@bachtorock.com](mailto:fulton@bachtorock.com), and/or phone (301) 880-3388. If any member has not so notified B2R by the 25<sup>th</sup> of the month, the credit card will be automatically charged on the 1st of the month for that month’s regularly scheduled lessons. The amount charged may vary from month to month, depending on the number of lessons scheduled in the month.

### **Fixed Duration**

Students who have enrolled for a fixed duration workshop/class must pay in full prior to the start of

instruction. Payment may be made via cash, check or credit card. Program prices are subject to change.

### **Single Session**

Students who have enrolled for a single session workshop/class must pay in full prior to that lesson. Payment may be made via cash, check or credit card. Program prices are subject to change.

### **Materials Fee**

Enrollment in certain workshops, classes or private lessons may require, in addition to tuition, the payment of materials fees. Materials fees cover the cost of curriculum books and copyright permissions that allow B2R to provide modern music options for students. In the event materials fees are required, these fees will be due in full prior to the start of instruction.

## **PERMISSION AND WAIVERS**

### **Use of Personal Information**

The information members provide will be used for internal purposes only and will never be shared with third parties. However, if a student is enrolled in the Rock Band or B2R Glee Club Programs, member's contact information (name, phone number, email address) may be shared with other members in the *same* group to facilitate scheduling. Members may opt out of this limited information by submitting a request in writing (email is permissible) to B2R.

### **Photographs, Audio & Video Recordings, and Promotional Materials**

Please note that B2R (as well as members of the media) may from time-to-time photograph or make audio or video recordings of students, students' families and friends, and other members of an audience in attendance at a performance for the purpose of advertising, promoting, and increasing awareness of B2R (and reporting on events of local interest). By signing this document, members hereby give their permission for B2R (as well as members of the media) to so photograph and make such audio and video recordings of their student(s). B2R will own the copyright of its photographs and audio and video recordings and as such may publish the same in any medium (and the media member will own the copyright of its photographs and audio and video recordings and may publish the same).

### **Creation of Musical Work**

During the course of individual and/or group lessons and/or band sessions, the instructor may in collaboration with the student(s) create an original piece of music. The copyright in the original piece of music shall belong jointly to both B2R and the student(s). Members hereby acknowledge that B2R has the right to exercise all rights as a copyright owner in these pieces. By signing this document, members hereby give their permission for B2R to make audio and video recordings of their student(s) playing these pieces and using

such audio and video recordings for the purposes of advertising, promoting and increasing awareness of B2R.

### **Leaving Child on Premises/Personal Injury**

B2R shall not be liable for any accident, injury, loss, theft, or damage which may be sustained by a member (parent or student) on the B2R premises. **Children under the age of 12 who are being picked up and dropped off for B2R programs or events are to be escorted to and from the reception desk at the site and/or to a B2R staff member.** B2R is not responsible for musical instruments, or any personal belongings left on the premises.

### **Off Campus Events**

Occasionally, B2R holds functions such as band performances offsite. It is the responsibility of the parents/guardian to provide transportation to such events, unless otherwise notified. **Students at offsite events must be accompanied by an adult at all times.** B2R is not liable for any personal injury or property damage arising as a result of a student's participation in an off-site activity.

B2R will always provide guitars, bass guitars, drum kits, keyboards and amplification equipment for these instruments and for vocal performance. We do not provide wind or orchestral instruments such as clarinets, flutes, saxophones, violins or violas, etc.

## **FACILITY POLICIES**

### **Inclement Weather**

In the event of inclement weather, B2R will make closing decisions twice daily. B2R will send out a notice via our e-newsletter, via social media platforms (Facebook, Instagram), and phone (301) 880-3388 by 9:00 AM for all lessons, classes or events starting before 1:00 PM that day and by 12:00 PM for all lessons, classes or events starting at or after 1:00 PM that day. Please be sure to check for the weather message as conditions may permit a site to be open in the morning and closed in the afternoon, or vice versa. In the event B2R closes, make-up lessons must be scheduled within 45 days of the original lesson date. B2R cannot guarantee that make-up lessons will be taught by the student's regular instructor.

### **Member Conduct**

Members (parents and students) are expected to exhibit responsible behavior while on B2R premises and when participating in or attending B2R sponsored functions held off-site. Any damage to the facility and/or equipment as a result of disruptive behavior or horseplay is the financial responsibility of the member.

**B2R reserves the right to discontinue instruction to any member who does not adhere to school policies or whose behavior is determined by the faculty/staff to be inappropriate or disruptive. In such cases, the member is**

**still responsible for all tuition and fees due, and no refund will be provided.**

### **Ear Plugs**

The US Occupational Safety and Health Administration (OSHA) states that hearing protection should be worn by those exposed to sound levels exceeding 85 dBA for periods of 8 hours or more (85 dBA is roughly equivalent to the sound of heavy traffic). In order to minimize the risk of hearing loss, students may wish to use ear plugs, both inside the lesson room and during events. Disposable ear plugs are available from the B2R staff or can be supplied by the student.

## **B2R MEMBER/TEACHER POLICY**

Please do not solicit Bach to Rock Fulton teachers for lessons outside of B2R. All B2R teachers are under contract and may not offer lessons to B2R students outside of Bach to Rock Fulton. Teachers may not share their personal contact information with members. Teachers who violate contract terms will be terminated.

### **Teacher Attendance**

B2R prides itself in recruiting accomplished musicians who perform professionally. While this allows us to assure a highly talented faculty, *occasionally* teachers may be absent due to their performance schedules or for other reasons. If this occurs, B2R will arrange for a substitute teacher and the student's instruction will continue as scheduled. If a substitute teacher is not available, B2R may reschedule the lesson with the student's regularly scheduled teacher, or an available substitute teacher, on a different day/time.

## **ATTENDANCE & CANCELLATION POLICIES**

### **Individual/Semi-Private Lessons**

Students enrolled in individual lessons are permitted one excused absence and make-up lesson per month. For a missed lesson to be "excused" the member must notify the school in writing (email is permissible) by the close of business the day before the scheduled lesson. Make-up lessons must be scheduled within 45 days of the original date. Make-up lessons will expire after 45 days of the original date. B2R cannot guarantee that make-up lessons will be taught by the student's regular instructor. There will be no refunds or make-ups for absences without proper notification.

### **Group Sessions (Rock Band and B2R Glee Club)**

There will be no make-up of group sessions missed by individual students. Absences from Rock Band/Glee Club sessions alter the balance of the group and make rehearsals difficult for those students who are in attendance. Students are asked to recognize that they have an obligation to their fellow group members and should make every effort to

attend all scheduled sessions. If at least half the students are present for a group session, it will proceed as scheduled. If fewer than half the students are available for a group session, it can be rescheduled with at least 24 hours' written notice.

### **10-week Group Classes**

No make-up classes or refunds will be given if a student is absent from a group class. If B2R cancels a class prior to the first day of instruction, a full refund will be given.

### **Early Childhood Education Classes**

Members may make-up a missed Early Childhood Education class by rescheduling to attend another regularly scheduled class session at a different day/time during the course of the semester (space permitting). No other make-up or refunds are available. If B2R cancels a class for the semester prior to the first day of instruction, a full refund will be given.

### **B2R Camps**

There will be no make-up sessions for students enrolled in B2R Camps. If B2R has to cancel a camp prior to the first day of instruction, a full refund will be given if the camp week cannot be rescheduled.

### **B2R Studios**

The member must notify the school in writing (email is permissible) by the close of business the day before the scheduled session to cancel or reschedule a lesson. Otherwise, no refund will be given.

### **Disenrollment and Refunds**

Students are considered enrolled for the duration of their programs until B2R receives a written request of disenrollment. Prorated tuition refunds for group classes will only be made if a student disenrolls with at least 50% of regularly scheduled sessions remaining. No refunds will be made for B2R camps, B2R Studios or other classes, including B2R Birthday Party deposits.

In the event a private, semi-private, or group session cannot be rescheduled within 45 days of the original date (as per the make-up policy), the member may submit a written request (email is permissible) for a credit on their account within 24 hours of the canceled session. Credits can be applied to future single session workshops, camps, classes, or lessons aside from ongoing, regularly scheduled lessons. Credits may not be applied to the next month's payment.

Bach to Rock is a registered trademark of Music Makers Holdings LLC d/b/a Bach to Rock and B2R.