



Bird School of Music: Student Handbook

Absences

Band rehearsals, clinics, private and semi-private lessons are scheduled in fixed blocks of time. Attendance in band rehearsals is mandatory. Make-ups will be scheduled only as available and will require additional payment. Private lessons are allowed one 'no-charge' cancellation per seven week session as long as 24 hour notice is given, additional cancellations or cancellations with less than 24 hour notice require payment.

Auditions

Auditions will be required for certain clinics and special projects. Check schedule and calendar for specific information. Some classes may have pre-requisites, also to be listed on the schedule.

Payment/Cancellation Policy

Payment is requested prior to the first day of each session. Cancellation of a session is refundable up to 24 hours before the first day of classes. Absences will not be reimbursed. Make-ups can be scheduled per availability for an additional fee.

Code of Conduct

Students will be supervised in lessons, rehearsals and clinics. It is still important for musicians to recognize the importance of self-control in a team environment. Good judgment should be exercised in all activities at Bird whether they are during organized time or free time. Misconduct will result in a warning, a suspension or an expulsion at the discretion of a staff member.

Conflicts

All schedule conflicts are due at the onset of each session. Conflicts presented after this date will be handled as a reschedule and require additional payment.

Curriculum

Classes and clinics at Bird will be listed on the schedule and will change with each new session.

Drop off/Pick up

Students may arrive 15 minutes prior to a scheduled class. He or she will sign in at the front desk. If participating in back-to-back classes, a musician may remain at Bird for the transition period. The student may not leave the building during this time and must sign out when leaving the building.

Financial Aid

Financial aid is available upon request.

Food and Drink

Outside food and drink are not allowed at Bird, to prevent undesirable sticky stuff from coming into the building. Water is available.

Holidays

Lessons are not scheduled during any holiday/vacation observed by Bird (listed in our online Calendar). Exceptions will be made for specific inquiries -- please contact us if you wish to schedule a lesson during a Bird holiday or break (Thanksgiving, Winter Break, Columbus Day, President's Day holiday, Spring Break).

Make-ups

If you are unable to make a scheduled lesson or rehearsal slot, you may make up your lesson or rehearsal at the end of the term for an additional fee. For example, if you missed one lesson in a seven-week session, you would have a makeup lesson in week eight.

Membership

Enrollment in a class or band rehearsal constitutes membership at Bird. Your membership entitles you to designated free time outside of the classroom, entrance to special events, admittance to the website, first access to rehearsals, lessons, clinics.

Neighborhood

Our neighbors and their businesses contribute to our sense of safety and comfort. It should go without saying that we must always strive to be respectful to and appreciative of their presence. Excessive noise and disregard for them and their customers will not be tolerated. Please pay attention when entering, leaving and occupying our building. (Also, see Parking and Code of Conduct in this document.)

Parental Observation

While we would love to invite your presence and input at and into Bird lessons and band rehearsals, the staff and administration of Bird must insist that parents, caregivers, siblings and friends remain outside of the studio when their students are scheduled here. In an effort to maximize everyone's precious time, we will endeavor to minimize distractions and inhibitors to inhibition or conversely, contributors to self-consciousness. Polk Street is chock full of necessary and unnecessary diversions if you find yourself stranded in the neighborhood while your charge is on site.

Parking

There is a yellow zone in front of Bird at 1924 Polk Street. When available, parents may pull up to drop off a student in that zone. Double parking is not allowed, can result in a fine and usually angers the neighbors. There is plenty of metered parking on our block as well as paid parking lots on adjacent corners.

Recycling

Students will be responsible not only to recycle all bottles, cans and paper used on the premises but also to responsibly use/not overuse these essentials. A student environmental monitor will be appointed at regular intervals to maintain a healthy appreciation for our surroundings. Please contact us if you're interested in applying for the (volunteer) environmental monitor position.

Refunds

Camps and clinics: For refund requests received prior to the first session of a camp or day of a clinic, Bird will refund the tuition paid minus a \$20 nonrefundable administrative fee.

Lessons & rehearsal slots: Cancellation of a session is refundable up to 24 hours before the first day of classes. Absences will not be reimbursed.

We may also grant refunds at our discretion in certain circumstances (e.g., if you move out of town and are unable to complete or makeup your session). All registrations contain a \$20 nonrefundable administrative fee which will be deducted from your refund.

To request a refund, please contact Bird at info@bird-sf.com and let us know the date you registered, amount paid, student name, the event you registered for and your reason for requesting a refund. All refunds are granted or denied at the discretion of Bird management.

Song Selections

Once a song has been solidified for a session, any changes in song selection will be subject to an additional charge equivalent to one band lesson.

I have read and agree to the terms outlined in this handbook.

Student _____

Parent/Caregiver _____

Date _____

Please sign and return to Bird School of Music.