

## **SCHOOL CALENDAR 2008-09**

**PLEASE NOTE THAT CCSMA OPERATES ON TWO 18-WEEK SEMESTERS**

### **FIRST SEMESTER**

Tuesday, September 9, 2008: First Semester Lessons & Classes Begin

Monday, November 24 thru' Sunday, November 30:

Thanksgiving Week - SCHOOL CLOSED ALL WEEK

Friday & Saturday, December 12 & 13: Holiday Recitals

Monday, December 15 thru' Sunday, January 4 (2009):

Holiday Break - SCHOOL CLOSED—THREE WEEKS

Tuesday, January 6, 2009: First Semester Lessons & Classes Resume

Saturday, February 8: First Semester Ends

### **SECOND SEMESTER**

Tuesday, February 11, 2009: Second Semester Lessons & Classes Begin

Monday, March 23 thru' Sunday, March 29:

Spring Break - SCHOOL CLOSED ALL WEEK

Friday & Saturday, June 5 & 6: Spring Recitals

Saturday, June 20: Second Semester Ends

### **2008-09 TUITION RATES**

18 lessons - 30 minutes each: \$340 (3-payments per semester: \$113.35 each)\*

18 lessons - 45 minutes each: \$402 (3-payments per semester: \$134.00 each)\*

18 lessons - 60 minutes each: \$450 (3-payments per semester: \$154.70 each)\*

9 lessons - 30 minutes each: \$170 (3-payments per semester: \$ 56.70 each)\*

9 lessons - 45 minutes each: \$201 (3-payments per semester: \$ 67.00 each)\*

9 lessons - 60 minutes each: \$232 (3-payments per semester: \$ 77.35 each)\*

\*First Semester Payment Dates: Sept 1, Oct 1, Nov 1

\* Second Semester Payment Dates: Jan 15, Feb 15, Mar 15

Discounts: 4% for families or multi-disciplines  
2% for semester payment in full on Sept 1 and Jan 15  
3.5% for full-year payment on Sept 1



## *Coastal Community School of Music and the Arts*

**2055 Union Avenue; North Bend OR 97459**

**541-756-4171**

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

## **2008-09 Student and Parent Handbook**

Welcome to the *Coastal Community School of Music and the Arts (CCSMA)* for 2008-09. This handbook is for the benefit of students and parents. Please read it carefully; if you have questions or concerns regarding the policies and procedures, please contact any of the following (in the order given):

C Z Andersen, Student Services Administrator

Ida Jo Gates, Executive Director

Rick Rehfeld or Rev. Dan Myers,  
Board of Directors

The *CCSMA* building is a public place. Oregon Coast Piano Services shares space with *CCSMA*, and their potential customers are in the building at the same time as *CCSMA* students. Other organizations will use the building occasionally for rehearsals and classes. It is in the spirit of cooperation and safety that the following policies were adopted:

1. Enter and leave the parking lot slowly.
2. Young students are to be accompanied by an adult into and out of the building.
3. No Smoking on the sidewalk in front of the building.
4. Report suspicious activity to the *CCSMA* personnel listed above.
5. No alcohol (or other drugs!) are allowed on the premises.

THANK YOU!

**UPON ARRIVING: SIGN IN AT THE OFFICE**

Please come to your lesson a few minutes early—and make sure your hands are clean before touching instruments and music. Bring all assigned music and materials to your lessons. While you are waiting for your instructor to come escort you to your lesson, feel free to use the computers in the Waiting Room for musical activities. There are also crossword puzzles, word games and coloring sheets for your use and enjoyment. These papers may be taken home or posted on the bulletin board.

**UPON LEAVING: SIGN OUT**

This is a new procedure. It is important that we know who is in the building at all times!

**CANCELLATIONS:** It is expected that each student (family) has made a commitment to music instruction and will attend each lesson as scheduled; however, if you are sick, please let us know on the morning of the illness if possible—and please do not come to your lesson if you are running a fever or have a respiratory condition that causes excess coughing. In case of illness, *CCSMA* will make every attempt to schedule a make-up lesson; however, it might be with someone other than your regular instructor. All other absences will result in a forfeited lesson. (In case of illness of your instructor, the lesson will either be with another instructor at the usual lesson time OR a make-up will be scheduled. In either case, you will be called before your lesson time.)

**SPECIAL NOTE:** *CCSMA* will not schedule regular, weekly lessons on Mondays because of the numerous holidays that fall on Monday; however an occasional make-up lesson could be held on Monday if it is convenient with the instructor to come to school on that day.

**GUESTS:** Friends and family, other than parents, are to wait in the Waiting Room while the student and instructor are engaged in a lesson.

**PARENTS IN THE STUDIO:** We maintain an “open-door-policy”, and you are welcome to walk in, unannounced, at any time to check on, or communicate with your child. You are also welcome to come in during your child’s lesson time to ask any questions that you may have for the instructor. We urge parents of younger children (ages 5-8) to be in the studio during each lesson and to work regularly with your child(ren) at home on their music assignment.

**PRACTICE:** It is expected that each student of the *CCSMA* will practice between lessons. This routine reinforcement generates a sense of accomplishment. Young students (ages 5-8) should play their instrument a minimum of 15 minutes each day; intermediate ages and adults are encouraged to set aside at least 30 minutes each day. Do not use practice as punishment, and please do not threaten to remove music from your child’s schedule as punishment for other uncompleted tasks. Music lessons contribute to positive brain-wave activity and academic success.

**WITHDRAWAL and REFUNDS:** When you register, it is assumed that you are committed for a full academic year, and your lesson day and time are reserved through June 20, 2009. You may continue taking lessons without any further action of your part, as you will automatically be registered into second semester unless you submit a Withdrawal Form. These forms are available in the office and are due by December 1, 2008. There are no refunds for mid-semester withdrawal; all tuition is due and payable in-full according to schedule on the page 4 of this handbook.