

***Welcome to Community Music School's private lesson program! Happy learning!***

## **Lesson Registration & Payments**

- No lessons may be taught until online enrollment is completed.
- Full payment is due upon enrollment. Email [cmslsns@uark.edu](mailto:cmslsns@uark.edu) for alternate arrangements.
- If additional lessons are added to a term, a new enrollment must be completed. A \$25 admin fee is charged for each registration form submitted.
- If you discontinue lessons at any point in the semester, email your instructor and CC [cmslsns@uark.edu](mailto:cmslsns@uark.edu). You will be responsible for all lessons originally ordered unless we receive a written cancellation.

## **Lessons**

- Students are expected to arrive at their lesson promptly and ready to begin.
- Students age 14 or younger must always be accompanied by a parent or teacher.
- Make up lessons will not be given if a student misses a lesson.
- Teachers will offer make up lessons for those missed due to teacher absence, university holidays, or inclement weather.
- If the Fayetteville School District is closed due to inclement weather, no in-person lessons will be taught. Students should contact teachers on those days.

## **In-person Lessons**

- Parents must accompany children into the building and remain until the start of the lesson. Parents should pick up their children promptly after the lesson is finished.
- Parents are encouraged to be present during the lessons or sit outside the door.
- Community Music School lessons take place in the Billingsley Music Building or the Lewis E. Epley Jr. Band Building on the University of Arkansas Campus.
- The most convenient parking is the Stadium Drive Parking Garage. Visit <https://cms.uark.edu> for maps, directions, and other pertinent information.

## **Virtual Lessons**

- For virtual lessons, instructors and students must use a neutral background (e.g. blank wall, limited exposure of private spaces, no beds in frame, etc.) and be in a shared living space.

## **Recitals**

- Recitals are held at the end of each semester, in the Stella Boyle Smith Concert Hall.
- All students are encouraged to participate in recitals, regardless of age, level, or experience.
- Performers should arrive at least 15 minutes before the start of the recital and wear nice clothes.

## **Child Protection**

- All CMS instructors are subject to a pre-employment criminal background and sex offender registry checks.
- Refrain from the use of any social media such as Facebook or Twitter to interact with your instructor. We encourage you to "like" our official Facebook page: <https://www.facebook.com/uarkcms>.
- State law requires that CMS employees immediately report suspected child maltreatment.