

Village Productions/Tri-PAC

2009-10 Educational Policies and School Calendar

Group Classes

Group classes generally are scheduled in 9-week Sessions. Please refer to our *School Calendar*, below, for a complete schedule of our school dates and holidays. Refer to *Group Classes – Session Details*, below, for start and end date for each particular class day. Our 2009-10 Sessions are as follows:

- Fall Session: Sept 20 – Nov 21
- Winter Session: Jan 10 – Mar 13
- Spring Session: Mar 14 – May 22 (no class Mar 30 to Apr 3 & Apr 5 except make-up classes; school closed Apr 4). *Note: refer to Group Classes – Session Details below for session ending dates depending on class day*

From time to time, we also offer Workshops and Master Classes for shorter durations. During summer, we offer Performing Arts Summer Camp. These offerings will be posted on our website and publicized by email.

Enrollment, Tuition and Confirmation

All tuition must be paid in full two weeks prior to class starting, except in the case of late enrollment which is due by the first day of class attendance. Village Productions does not pro-rate group classes due to late registration or missed classes. Submission of your completed registration form, and payment of tuition and the \$20 annual registration fee (see below) constitutes your class confirmation unless otherwise notified of a change or cancellation by Village Productions.

Student and Teacher Absences, Cancellations, and Make-up Classes

As a courtesy to your teacher, please notify Village Productions as soon as possible if you will be missing your class for any reason. No refunds will be provided for missed classes due to student or teacher absence. If the instructor is unable to attend a class, Village Productions will make every attempt to provide a substitute teacher for the class or schedule a makeup class on another day. Depending on teacher and facility availability, make-up classes may be scheduled during the following timeframes: Nov 21 – 25, Nov 30 – Dec 20, March 30 – 31, and May 23 – May 28.

Private Lessons

Private lessons are scheduled on quarterly basis from Sept 13, 2009 through June 28, 2010 (with exceptions for certain holidays). Your tuition is determined by the number of lessons per quarter, which may be dependent on the day your lesson takes place. Please refer to our *School Calendar*, below, for a complete schedule of our school dates and holidays. Refer to *Private Lessons – Quarterly Cycles and Make-up Dates*, below, for start and end date for each particular class day.

- 1st Quarter (10 lessons): Sept 13 – Nov 21
- 2nd Quarter (9 lessons): Nov 29 – Feb 13 (school closed on Nov 29; no lessons on Dec 21 – Jan 2 except for make-ups; school closed Dec 25 – 27 & Jan 1 - 2)
- 3rd Quarter (9 lessons): Feb 14 – April 24 (no private lessons Mar 30 to Apr 3 & Apr 5 except for make-ups; school closed Apr 4)
- 4th Quarter (9 lessons): April 25 – June 28 (school closed May 31)

Note: If desired by the student, lessons may continue during July and August depending on instructor availability.

Enrollment, Tuition, and Confirmation

New students may register at any time during the year depending on instructor availability. Students who enroll after the beginning of each Quarter pay pro-rated tuition. Lesson times cannot be reserved without submitting a completed registration form along with full payment of the quarterly tuition and the \$20 annual registration fee (see below). Upon receiving your registration form, Village Productions will provide you with email or telephone confirmation of your lesson time and instructor. Private lesson rates vary depending on the length of lesson and the instructor, as set forth below.

Note: Students are responsible for purchasing their own music books, sheet music and instrument if applicable.

You may also enroll for a **trial lesson** at the cost of a single lesson for the chosen instructor. Payment and registration is required prior to the trial lesson. *Cancelled trial lessons will not be refunded.*

Private lesson tuition is as follows, assuming a 9-week quarter. *Please review the detailed schedule for payment cycles, below, for actual number of lessons per quarter).*

Length of Private Lesson	Regular Instructor	Master Instructor
30-minute/week lesson	\$22/lesson = \$198/quarter	\$27/lesson = \$243/quarter
60-minute/week lesson	\$44/lesson = \$396/quarter	\$54/lesson = \$486/quarter

Note: Lessons automatically continue to the next Quarter and payment is due before the first date of such Quarter, unless the student withdraws in writing at least 2 weeks prior to the start of the Quarter. Notice of withdrawal is effective the date the written notice is received by Village Productions.

Student Absences and Teacher Cancellations

As a courtesy to your teacher, please notify Village Productions as soon as possible if you will be missing your lesson for any reason. Village Productions allows students to make-up three (3) absences each academic year with reasonable notice. Additional absences will be charged to the student as lessons and will not be subject to make-up lessons.

Make-up lessons must be scheduled within the same academic year and cannot be carried over from year to year. No refunds will be provided for missed classes by the student or the teacher. If the instructor or Village Productions cancels a lesson or a private lesson is missed due to teacher absence, the lesson will be rescheduled or a substitute instructor will be made available. Make-up lessons are scheduled based on teacher and facility availability and may be scheduled during the following timeframes: Nov 22 – 25, Dec 21 – 24, Dec 28 –31, March 30 – Apr 3, Apr 5, and June 27 – July 3.

With prior notice, lessons may be suspended for extended absences of 3 or more consecutive weeks due to illness, injury or other emergency circumstances. The office must be contacted immediately so that the student will not be charged for these absences.

Registration, Additional Fees, Cancellations and Refunds

Registration Process

Please fill out a separate registration form for each student. You may register by any of the following methods:

- **On-line:** We are in the process of upgrading our website to accept registrations on line. Please visit our website at www.tripac.org from time to time to determine whether this feature has been added.
- **By Mail:** Contact Village Productions at 610.970.1199 or info@villageproductions.org to request a Registration Packet. If you are interested in private lessons (in addition to group lessons), be sure to mention that in your message. We can send you the packet by EMAIL (preferable method) or by regular mail. *Please check our website from time to time to determine if it has been updated to include the registration form and related materials that can be downloaded.* Please mail your completed registration form to: Village Productions, P.O. Box 1325, Pottstown, PA 19464.
- **In Person:** You may bring your registration form to the Tri-PAC at 245 High Street, Pottstown, PA 19464. Please contact us ahead of time at 610.970.1199 or info@villageproductions.org to make sure a staff member is available to help you.

Annual Registration Fee

A \$20 registration fee applies each year, for students enrolled in group classes and/or private lessons. The registration fee is due once per year, per student, July 1st through June 30th. Students enrolled in both group classes and private lessons pay only one annual registration fee. Registration fees are not refundable for any reason.

Method of Payment

Village Productions accepts checks, money orders, and VISA and Mastercard. Village Productions cannot accept cash. Please make checks payable to "VILLAGE PRODUCTIONS".

Scholarships

Village Productions has a limited number of scholarships available each year for Group Classes. Please contact us at info@villageproductions.org or 610.970.1199 to obtain a Financial Aid Application.

Overdue Accounts and Returned Checks

As a nonprofit arts organization, Village Productions depends on timely payment of tuition and fees in order to meet its financial obligations including payment of teacher compensation. We ask all students to pay their tuition on time. **A late fee of \$10 will be charged for payments made more than 5 days past the due date, and \$20 for returned checks.** Village Productions reserves the right to suspend instruction for students who do not meet their financial obligations. Please contact the office to arrange special fee schedules if needed.

Withdrawal Policies and Fees

- **Annual Registration Fees** are not refundable for any reason.
- **Group Instruction** (*excluding* Master Classes and Workshops)
 - Withdrawals made at least one week prior to the first day of class will be refunded 100%, less a \$15 processing fee.
 - Withdrawals made within a week of (and prior to) the first day of class will be refunded 75%, less a \$15 processing fee.
 - No refunds or credits will be provided after the course begins.
 - There are no refunds or credits for days missed due to illness or otherwise.
 - There are no refunds or credits for Master Classes and Workshops.
- **Private Lessons**
 - Withdrawals made at least 2 weeks prior to the first day of the private lesson Quarter will be refunded 100%, less a \$15 processing fee.
 - No refunds or credits will be provided after that point.
 - Private lessons automatically continue to the next Quarter and payment is due before the first date of such Quarter, unless the student withdraws in writing at least 2 weeks prior to the start of the Quarter. Notice of withdrawal is effective the date the written notice is received by Village Productions.

Note: No processing fees apply for refunds if a class is cancelled by Village Productions.

General Policies

Nondiscrimination Policy

Village Productions and the Tri-PAC does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, religion, disability, age, veteran status, marital status, ancestry, or national or ethnic origin.

Modification or Cancellation of Classes, Lessons, and Changes in Instructors

Village Productions reserves the right to add, delete, or modify classes, workshops, and lessons, times, fees, and instructors at its discretion. In the event of a class cancellation, students will be notified and given the opportunity to enroll in another class or will receive a credit or refund.

Holiday Schedule

Please refer to the SCHOOL CALENDAR, below, for a list of holidays and class schedules.

School Cancellations and Closing Information

Please listen to WPAZ (AM 1370) or KYW News Radio 1060 (SCHOOL CLOSING NUMBER 1247) or call Village Productions at 610.970.1199 for school closings and delays due to inclement weather. Village Productions will make every attempt to make up classes and private lessons missed due to a Tri-PAC closing. No refunds will be provided for missed classes due to school cancellation.

Parent/Caregiver Responsibilities

Village Productions, and our staff and instructors, are NOT responsible for children before or after class and lesson times. Please be prompt in both delivering and picking up your children. Please refer to the Tri-PAC School Calendar for dates on which the Tri-PAC is closed. For your children's safety, all students must remain inside the building unless accompanied by a parent or caregiver. Parents and caregivers should regularly check the signs posted in the school and email for Tri-PAC announcements about classes and lessons.

2009-10 School Calendar

Common holidays are listed below to indicate whether classes and lessons are intended to continue based on the regular schedule. **Please note: Instructors may make separate arrangements with the school and students to reschedule**

and make up classes that otherwise occur on a secondary holiday. Students will be informed of any schedule changes that occur during the year. Also please note: the school calendar is separate from our production schedule. The Tri-PAC facility may be open for rehearsals and productions even when there are no classes or lessons.

Labor Day	Mon, Sept 7 (SCHOOL CLOSED)
Rosh Hashanah	Sat, Sept. 19 (School Open)
Yom Kippur	Mon, Sept 28 (School Open)
Columbus Day	Mon, Oct 12 (School Open)
Halloween	Sat, Oct 31 (School Open)
Thanksgiving Week	Sun, Nov 22 through Wed, Nov 25 (School Open; no regular lessons and classes; make-ups may be scheduled)
Thanksgiving Break	Thursday, Nov 26 through Sunday, Nov 29 (SCHOOL CLOSED)
Winter Break	Thurs, Dec 25 through Sun, Dec 27 (SCHOOL CLOSED) Mon, Dec 28 through Thurs, Dec 31 (School Open; no regular lessons and classes; private make-ups may be scheduled) Fri, Jan 1 through Sat, Jan 2 (SCHOOL CLOSED)
Martin Luther King	Mon, Jan 18 (School Open)
Presidents' Day	Mon, Feb 15 (School Open)
Easter	Sun, Apr 4 (SCHOOL CLOSED)
Mother's Day	Sun, May 9 (School Open)
Memorial Day	Mon, May 31 (SCHOOL CLOSED)
Father's Day	Sun, June 20 (School Open)
Independence Day	Sun, July 4 (SCHOOL CLOSED)

Group Classes – Session Details

Fall Session - Sept 20 through Nov 21 (9 classes)

- Sunday Classes: Sept 20 through Nov 15
- Monday Classes: Sept 21 through Nov 16
- Tuesday Classes: Sept 22 through Nov 17
- Wednesday Classes: Sept 23 through Nov 18
- Thursday Classes: Sept 24 through Nov 19
- Friday Classes: Sept 25 through Nov 20
- Saturday Classes: Sept 26 through Nov 21

Winter Session – Jan 10 through Mar 13 (9 classes)

- Sunday Classes: Jan 10 through Mar 7
- Monday Classes: Jan 11 through Mar 8
- Tuesday Classes: Jan 12 through Mar 9
- Wednesday Classes: Jan 13 through Mar 10

- Thursday Classes: Jan 14 through Mar 11
- Friday Classes: Jan 15 through Mar 12
- Saturday Classes: Jan 16 through Mar 13

Spring Session – Mar 14 through May 22 (9 classes)

- Sunday Classes: Mar 14 through May 16 (no class on Apr 4)
- Monday Classes: Mar 15 through May 17 (no class on Apr 5 unless make-up scheduled)
- Tuesday Classes: Mar 16 through May 18 (no class on Mar 30 unless make-up scheduled)
- Wednesday Classes: Mar 17 through May 19 (no class on March 31 unless make-up scheduled)
- Thursday Classes: Mar 18 through May 20 (no class on Apr 1 unless make-up scheduled)
- Friday Classes: Mar 19 through May 21 (no class on Apr 2 unless make-up scheduled)
- Saturday Classes: Mar 20 through May 22 (no class on Apr 3 unless make-up scheduled)

Please note: depending on teacher and facility availability, make-ups for group classes missed due to teacher absence or facility closures may be scheduled during the following: Nov 22 – 25, Nov 30 – Dec 20, March 30 – Apr 3, Apr 5, May 23 – May 28.

Private Lessons – Quarterly Cycles & Make-up Dates

First Quarter – Sept 14 through Nov 15 (10 lessons)

- Sunday Lessons: Sept 13 through Nov 15
- Monday Lessons: Sept 14 through Nov 16
- Tuesday Lessons: Sept 15 through Nov 17
- Wednesday Lessons: Sept 16 through Nov 18
- Thursday Lessons: Sept 17 through Nov 19
- Friday Lessons: Sept 18 through Nov 20
- Saturday Lessons: Sept 19 through Nov 21

Second Quarter – Nov 29 through Feb 13 (9 lessons)

- Sunday Lessons: Dec 6 through Feb 7 (school closed on Nov 29 & Dec 27)
- Monday Lessons: Nov 30 through Feb 8 (no lessons on Dec 21 & 28 unless make-ups scheduled)
- Tuesday Lessons: Dec 1 through Feb 9 (no lessons on Dec 22 & 29 unless make-ups scheduled)
- Wednesday Lessons: Dec 2 through Feb 10 (no lessons on Dec 23 & 30 unless make-ups scheduled)
- Thursday Lessons: Dec 3 through Feb 11 (no lessons on Dec 24 & 31 unless make-ups scheduled)
- Friday Lessons: Dec 4 through Feb 12 (school closed Dec 25 and Jan 1)
- Saturday Lessons: Dec 5 through Feb 13 (school closed Dec 26 & Jan 2)

Third Quarter – Feb 14 through Apr 24 (9 lessons)

- Sunday Lessons: Feb 14 through Apr 18 (school closed Apr 4)
- Monday Lessons: Feb 15 through Apr 19 (no lessons on Apr 5 unless make-ups scheduled)
- Tuesday Lessons: Feb 16 through Apr 20 (no lessons on Mar 30 unless make-ups scheduled)
- Wednesday Lessons: Feb 17 through Apr 21 (no lessons on Mar 31 unless make-ups scheduled)
- Thursday Lessons: Feb 18 through Apr 22 (no lessons on Apr 1 unless make-ups scheduled)
- Friday Lessons: Feb 19 through Apr 23 (no lessons on Apr 2 unless make-ups scheduled)
- Saturday Lessons: Feb 20 through Apr 24 (no lessons on Apr 3 unless make-ups scheduled)

Fourth Quarter – Apr 25 through June 28 (9 weeks)

- Sunday Lessons: Apr 25 through June 20
- Monday Lessons: Apr 26 through June 28 (no lessons on May 31)
- Tuesday Lessons: Apr 27 through June 22
- Wednesday Lessons: Apr 28 through June 23
- Thursday Lessons: Apr 29 through June 24
- Friday Lessons: Apr 30 through June 25
- Saturday Lessons: May 1 through June 26

Please note: depending on teacher and facility availability, make-up private lessons may be scheduled during the following timeframes: Nov 22 – 25, Dec 21 – 24, Dec 28 –31, March 30 – Apr 3, Apr 5, June 27 – July 3.