

# Collins Hill Music Institute Instructor and Student Policies

## ORGANIZATION

Collins Hill Music Institute offers private instruction for band students at Collins Hill High School and Creekland Middle School. The Music Institute is designed to provide quality private instruction that is convenient and comfortable for our students and families. Lessons will be held at Collins Hill High School with highly qualified musicians who specialize on their instruments.

## MESSAGE TO STUDENTS AND PARENTS

Since 1994, the Collins Hill Band has built a tradition of excellence in both concert and marching band. One area that has helped build strong Collins Hill bands over the years has been private instruction. Private study on an instrument is the fastest way to attain individual improvement. It is only through private study that a professional will hear the student play on a weekly basis. Students will focus on fundamental skills that are particular to their instrument. These are aspects of development that are harder to address in a full band setting. By developing a command of the instrument, the student's enjoyment increases and his or her desire to learn fuels future success. Instructors provide individualized assignments and feedback specific to the student's particular strengths and weaknesses. Private study develops a life-long love of music, places demand on individual discipline and enhances self-esteem. Much attention can be given to preparing for auditions for District Honor Band, All-State, college admissions, and scholarships.

## DISCLAIMER

The Collins Hill Music Institute is designed to serve those students not currently studying privately. It is not designed to take students away from teachers not in the Collins Hill Music Institute and should not be interpreted as a signal to change teachers. There are many fine teachers in the immediate area who offer comparable quality instruction.

## LESSON FEES AND PAYMENTS

Lesson fees are set by CHBB at:

- **\$33** per 30-minute lesson
- **\$43** per 45-minute lesson
- **\$53** per 60-minute lesson

Students have the option to take lessons every week or every other week in case of financial or time conflicts. This should be indicated at the time of registration. Families will be billed by the lesson instructors. Payment forms and times are determined by the lesson instructors. Monthly payments should be made by the 20th day of the month prior to lessons, with exceptions to the first month, payable to the CHBB (Collins Hill Band Boosters). All payments should be turned in to the CHMI Box with the CHMI Payment Form, and should indicate method of payment (check, cash, student credit).

In the memo section of the check, please indicate: CHMI, student name, instructor name, and dates of lessons being paid. Returned checks are subject to a \$30 return fee. Payments not received by the 21st day of the month prior to your lessons will be assessed a \$25 late fee. All payment dates will be listed on the monthly calendar.

If you need to request a different payment option other than monthly, please contact Bryan Daniels. (bryan\_d\_daniels@gwinnett.k12.ga.us)

## **PROGRAM DURATION**

All lessons will follow the Gwinnett County Public Schools student/teacher holiday schedule. Please visit <http://publish.gwinnett.k12.ga.us/gcps/home/public/home> for the school calendar of days off. Lessons will be suspended during Fall Break, the week of Thanksgiving, the week of Final Exams in December, the two-week December Winter Break, Spring Break week, the week of Final Exams in May, and any other observed days off according to the GCPS calendar. The last CHMI lesson of each semester will occur during the last full week of classes in December and May. For specific details, please see the official CHMI calendar.

## **ABSENCE FROM LESSONS**

Once assigned a lesson time on the official CHMI Calendar, students are expected to attend. No show/No call is an unexcused absence for lessons. Lessons missed due to an unexcused absence will not be eligible for a make-up lesson. A student that wishes to be excused from his/her lesson should contact the private lesson teacher (not a director) at least 24 hours in advance and should schedule a makeup lesson at that time. (Contacting a director does not excuse an absence from a lesson). Students who are sick should let their lesson teacher know as soon as possible. It is important that students obtain their private teachers phone number and email so that contact can be made easily. Students/Parents are responsible for making contact with their private lesson teacher in order to be granted an excused absence. Notice of school events should be given to your private lessons teacher. Your private teachers are not employees of GCPS and are unaware of "special event" day/trips.

**Lessons are charged monthly according to the official CHMI Calendar; an absence does not change the monthly amount you are charged.**

## **MAKE-UP LESSONS**

Whether a make-up lesson is to be given, and the day, time, and method of providing the make-up will be left entirely to the discretion of the instructor. Unexcused absences are not allowed to be made up.

## **COMMITMENT/LESSON DISCONTINUANCE**

Students, parents, and instructors should be aware that private study takes patience and effort over a period of time. We ask that students and parents commit to the private lesson program for the entire school year. Students, however, may wish to discontinue lessons, and may do so at any time provided they give both the instructor and CHBB written notice of intent to discontinue at least 30 days before stopping and pay all fees through that one-month period.

## **LESSON INSTRUCTORS**

Flute - Dr. Katherine Emeneth, DMA University of Washington, UGA, Collins Hill alumna!

Oboe/Bassoon - Dr. Gregory Pritchard, MSU, Gwinnett Symphony Chamber Orchestra

Clarinet - Mrs. Karla Utterback, University of North Georgia, Brenau University

Saxophone - Mr. Matt Crisman, UGA, Archer High School

Trumpet - Dr. Geoff Wood, DMA UGA, MM, Indiana University, BM, University of Iowa

French Horn - Helen Werling

Trombone - Ed Nicholson, BM, University of North Texas, Principal Trombone Atlanta Opera, Columbus Symphony, Professor Emory

Euphonium/Tuba - Mr. Joshua Cutchin, University of Wisconsin, UGA