

Cornerstone After-School Music Conservatory

2022-23

Have any questions?

Send an email to habana@ccsny.org

Letter to Parents & Guardians

Dear Parents & Guardians,

As our school year begins, I'd like to welcome you all into the music community here at Cornerstone Christian School!

For 2022-23, I'll be offering music lessons on piano, guitar, and violin.

Some quick notes:

- **Before submitting a registration form**, please contact me at habana@ccsny.org regarding scheduling
- Please note that **there is no supervision before and after lessons**. Because of this, it's **strongly encouraged and recommended** to sign up for the CCS After-Care Program (if you have any questions, please contact Mrs. Irina Zamora at ccsoffice@ccsny.org)
- A registration form and agreement can be found at the end of this packet - **please submit a copy (either a hard or emailed copy) as soon as possible so we can get lessons started by September 19th**.
- For 2022-23, **there are 26 scheduled lessons**
- **We will be following the Cornerstone Christian School calendar** - if there is no school (ex: because of a holiday), then there are no lessons.
- An end-of-the-year recital has been scheduled for **Monday, May 8th at 6pm** - save the date!!

If you have any questions please contact me at habana@ccsny.org.

Very best,
Mr. Kirk Habana

Studio Policies

When a student enrolls, unless they withdraw from Cornerstone, they're expected to attend lessons for the entire school year - if a student decides to not participate after enrolling, parents are still responsible for the fees.

Tuition is due in a timely fashion - payments are expected to be made in a timely manner and are to be paid either through a One Time Payment, or a Payment plan through FACTS (see registration form)

Regarding pick up - please note that there is no supervision before and after lessons. If a child isn't picked up promptly at the conclusion of their lesson, they'll be automatically placed in the After-Care program (and late parents will be charged as per the current After-Care program costs), OR lessons will be temporarily paused until a solution can be determined.

Regarding makeups - the lesson schedule has been created in a way that the end of June & the beginning of July have been reserved for makeups. Faithful attendees that don't require makeups will enjoy free lessons during this time.

Cancellation Policy

All cancelled lessons require 24-hour notice to Mr. Habana directly (preferably, via email) - if you do not provide proper notice, you will be responsible to pay for the lesson.

Exceptions include sudden illness, family emergencies, and weather.

In the case of weather, CCS or Mr. Habana will confirm via email or phone.

**If there's any questions, please contact Mr. Habana via email at habana@ccsny.org*

Registration Form

- STOP!!! -

Please make sure you have contacted Mr. Habana about scheduling.
If you haven't, and you submit a form, *your form will be promptly rejected.*

Student's Name: _____

Student's Grade & Age: _____

Parent's/ Guardian's Name(s): _____

Parent's/ Guardian's Cell Phone(s): _____

Parent's/ Guardian's Email Addresses: _____

**Announcements will be sent via email*

Instrument: _____

Payment Method (check one)

_____ One Time Payment in Full (\$1300)

_____ 4 Installments of \$325 (for a total of \$1300) due by:

- September 19th
- November 1st
- January 3rd
- March 1st

Please submit a hard or emailed copy of this page (and the next)

Parent/ Guardian Agreement

- I have read the Letter to Parents & Guardians , Studio Policies, and Cancellation Policy
- I understand that I must pick up my child promptly or they'll be placed in the After-Care Program, and I'll be billed as per the After-Care fee structure, OR lessons will be paused until a solution can be determined
- I understand that payments for music lessons must be made by the written deadline or my child will not be able to participate
- I understand that I'm responsible to satisfy the fees regardless of my child's participation once they're enrolled
- I understand that my child needs to be on time and prepared for lessons
- I understand that I need to notify the teacher if my child will be absent from lessons

Parent/ Guardian Signature: _____

Date: _____

Please submit a hard or emailed copy of this page (and the previous)