

Cornerstone
After-School
Music Conservatory

2023-2024

Have any questions?
Send them to funes@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 2023-24, we will be offering piano and vocal lessons.

Some quick notes:

- **Before submitting a registration form**, please contact me at funes@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. Millie DeGennaro 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 October 24th**.
- For 2023-24, 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 date is TBD.

Blessings,
Ms. Funes

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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 make-ups** - 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 make-ups will enjoy free lessons during this time.

Cancellation Policy

- All canceled lessons require 24-hour notice to Ms. Funes 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 Ms. Funes will confirm via email or phone.

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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)

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Registration Form

-STOP!!!-

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

Student's Name: _____

Student's Grade and Age: _____

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

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

Parent's/Guardian's Email Address(es): _____

*Announcements will be sent via email.

Instrument: _____

Payment Method (Check One)

_____ One Time Payment in Full (1300)

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

- Oct 24, 2023
- Dec 12, 2023
- Feb 20, 2023
- Apr 16, 2023

For Office Use Only

Cash Amount:	
Check Amount:	
Check Number:	

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