

**TCU Music Preparatory Division**

[**www.musicprep.tcu.edu**](http://www.musicprep.tcu.edu)

**Student Policies**

**Missed Lessons/Makeup Policy**

Consistency in attendance is important to a student’s study of music. We ask that students make every effort to keep the scheduled lesson time. Due to scheduling restrictions involving space and teacher availability, *rescheduled lessons for student cancellations should never be* ***expected*.** Many of our teachers have very full schedules, which leave few opportunities for makeup lessons. Students/parents must bear that in mind if requesting a makeup.

**Makeup lessons will be considered only for lessons missed due to 1)illness, 2)family emergency, or 3)advance notice of other conflicts**. Makeups will not be offered for students who miss the lesson without giving prior notice to the teacher. For lessons to be made up for any reason, it must be done within the current session (fall, spring or summer), and not extended into a subsequent session.

 **1)ILLNESS**

 We have dozens of students coming and going every day and want to make sure we share

 music, learning and laughter, not germs! Students should be fever and/or vomit-free for

 a minimum of 48 hours before attending a music lesson or class. In addition to the

 student, sick policies apply to those coming inside the building with the student as well.

 At least a ***three hour notice*** is required for the instructor to consider rescheduling due to

 illness.

 Any students who test positive for COVID will be expected to cancel lessons until they

 test negative. This also applies to students with household members who test positive for

 COVID.

 **2)FAMILY EMERGENCY**

 This contingency is reserved for true emergencies only. Depending on the situation, the

 teacher reserves the right to determine whether a makeup lesson may be considered.

 **3)OTHER CONFLICTS**

 Other conflicts may arise such as various pre-planned events, scheduled school activities,

 etc. At least a ***one week notice*** is required for the teacher to consider rescheduling the

 lesson.

Computer lab can be rescheduled depending on the situation, as with private lessons (above). Rescheduled computer lab sessions must fit within the established computer lab hours of operation.

Zoom lessons may be a suitable way to make up a lesson in any of the scenarios above (except for computer lab). Zoom lessons are to be considered only at the discretion of the teacher if needed for a makeup, not as part of the normal routine.

As a courtesy to the teacher we ask that students notify the teacher by the first day of registration if a decision has been reached to discontinue lessons. That provides the teacher sufficient notice to possibly fill the lesson time with new students.

If a teacher must cancel a lesson, every effort will be made to make it up at a mutually agreed-upon time.

**Inclement Weather**

Notification of university closures will be posted at: [www.tcu.edu](http://www.tcu.edu)

In accordance with university policies, if TCU closes, then the Music Preparatory Division must comply with that mandate. All lessons and classes will be canceled, makeups cannot be offered for weather closures.

**TCU Driving Directions**

**Physical Address**: 2800 South University Drive, Fort Worth, TX 76129

**Mailing Address:** TCU Box 297500, Fort Worth, TX 76129

**From I-30** exit University Drive and go south. TCU is south of the Fort Worth Zoo, just past the intersection with West Cantey Street.

**From I-20** exit Hulen and go north. Turn right on Bellaire Street, which becomes Berry Street. Turn left on University Drive, then left on West Cantey.

**TCU Parking**

Music Prep. students may park in the TCU reserved parking lot on the corner of West Cantey and Rogers Streets. It is on the west side of University Drive, directly behind University Christian Church. You may park in the designated Music Prep. spaces along the back fence. You are not permitted to park in any other space in this lot (7:00 am to 5:00 pm) *You must display your Music Prep. parking permit* when parking on campus. If you are a TCU student or employee, you may park in the Music Prep. spaces only during your or your child’s lesson time.

**Campus Locations**

Music prep. activities are held in three different locations.

1)Ed Landreth Hall, at southwest corner of University/West Cantey intersection. From parking lot on West Cantey St., enter through any of the doors on north side of building.

2)Walsh Center for Performing Arts, directly south of Ed Landreth Hall (the buildings are attached). From parking lot (above) walk across West Cantey and along the back (west) side of the Landreth/Walsh buildings. Enter through doors to the left.

3)Moudy College of Fine Arts, at southeast corner of University/West Cantey intersection. From parking lot (above) walk across both Cantey and University, through courtyard in front of Moudy and enter through glass doors facing University Dr.

**Student Progress**

Our piano, instrumental and voice are expected practice six days weekly, or an equivalent amount. Recommended daily practice is follows:

 4 – 6 years 20 minutes

 7 - 9 years 30 minutes

 10 – 12 years 45 minutes

 13+ years 60 minutes

Parental encouragement and support is needed for productive and consistent practice sessions. Both students and parent will be proud of the rapid progress made when sufficient daily practice becomes a habit. Students become more stimulated by music and more motivated to practice as they realize how much they can accomplish.

**Recitals**

Regular recital participation is recommended, with students normally playing in at least one recital per school semester. Most weeknight recitals will be held on Thursday evenings at 7:00, a minimum of six students is required. Recital music may include no more than two memorized solo pieces and/or non-memorized duets, with a five-minute limit per student. Additional recitals may be held on Zoom if there is sufficient need. For Zoom recitals students play one memorized piece, with a 5-minute limit. Students are always expected to remain present until the end of the recital.

**Evaluations**

Private students will receive a written evaluation from the instructor at the end of each school semester. Piano students will also be evaluated by a panel of instructors during the last week of each spring semester. This evaluation occurs in lieu of a lesson during that week. A written evaluation will be given to parents, with copies kept by the teacher and Music Prep. office. An unsatisfactory evaluation will jeopardize the student’s place in the program.

**Cancellation Policy/Termination of Lessons**

TCU Fall/Spring enrollment is for 16 weeks, and summer for eight weeks. Normally only new students may receive a prorated tuition amount if they begin lessons mid-session. Registration fees are non-refundable and no refunds will be given after the session start date. Refunds will be considered only in exceptional circumstances with the approval of the Music Prep. Director. Lessons can be terminated due to insufficient preparation or excessive absences.

**~ ~ ~**

Students and/or parents are always welcome to contact uswith questions or concerns regarding lessons and instruction. Our goal is to work closely with all students to provide high quality music education.

Lori Christ, Director 817-257-6645 Ed Landreth room B14 l.christ@tcu.edu

Jennifer DeSantis, Assistant Director 817-257-7604 Ed Landreth room B15 j.desantis@tcu.edu

TCU Box 297500, Fort Worth, TX 76129

www.musicprep.tcu.edu

***TIME:  Traditional Instruction for Musical Excellence***

RV722