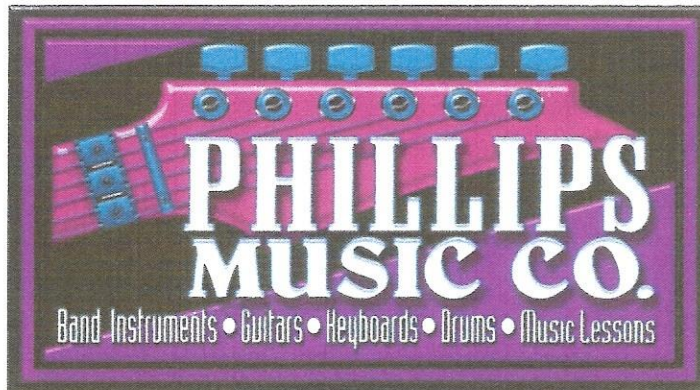


# Phillips Music Education Center

## *Student Handbook*

*We strive to ignite the passion and provide opportunities for those who endeavor to make music!*



**107 SW Sheridan Rd**

**Lawton, OK 73505**

**580-357-1118 / 800-870-9744**

**WWW.PHILLIPSMUSIC.COM**

**[www.facebook.com/phillipsmusic](http://www.facebook.com/phillipsmusic)**

## Welcome to the Phillips Music Education Center!

We are excited that you have enrolled as a student in the Phillips Music Education Center! We are committed to helping you build a lifelong relationship with music, and we are honored to be a part of your musical journey!

We are also proud to provide you with qualified, experienced instructors. They have been hand-picked to give you the most professional, specialized, and respected music instruction possible.

To enhance your music education, Phillips Music takes pride in providing quality instruments, exceptional customer service, and a knowledgeable, professional staff to meet your needs. In doing this, we maintain our reputation as being one of the area's most comprehensive full service retail music stores.

This handbook is intended to familiarize you with our Education Center, our teachers, and our studio policy. Please read it carefully, as we do adhere to it and ask that you and your student do the same. We look forward to serving your family musically throughout the coming years, and we thank you again for choosing us to help further your music education!

Sincerely,



David Jackson

Owner, Phillips Music



David Wilson

Education Coordinator

### WHAT MAKES US DIFFERENT:

We take a very fresh approach to teaching, using the music that a student already loves to teach technique and theory. We also make extensive use of technology and customized "backing tracks" to keep the student's practice time interesting and productive.

## **COURSES OFFERED:**

### **Private Instrumental Instruction**

Our outstanding teachers provide instruction in theory, technique, and performance of several styles of music. Instruction is available on electric and acoustic guitar, bass guitar, ukulele, keyboard, drum set, voice, woodwind, brass, and string instruments. New teachers may be added on different instruments as time progresses. Suggestions are always welcome! Unique to our program is our 'Producers Class' - lessons on music software and related production skills.

### **Group Instruction**

Several different group courses may be offered during the year. Please check with the Education Center to see what courses are upcoming, and let us know if you would like to see a particular course offered. Also, from time to time, students will be able to network with each other to share the experience of being in a real band, and will even be able to record together in a professional studio environment.

## **EDUCATION CENTER POLICIES:**

- **Tuition:** The monthly tuition for the Education Center is \$90.00 per month for our weekly half hour lessons and \$75.00 each per month for multiple students in a family. Many months will have five of a given day. These are considered bonus lessons and students should attend as often as possible.
- **Registration Fee:** There is a non-refundable \$10 registration fee for signing up for lessons at the Phillips Music Education Center.
- **Payment:** Tuition is paid on the 1st of the month for the next month by automatic withdrawal from your credit or debit card. Lessons are given on a month-to-month basis and may be cancelled at any time. No refunds are given on lessons. If the automatic debit is not possible, lessons MUST be paid at or before the first lesson of the month.

- **Absence/Attendance Policy:** Tuition is paid to reserve a guaranteed space and teacher for a specific time each week, and therefore each month's tuition must be paid regardless of the attendance of the student. Because the student will receive three 'bonus' lessons per calendar year, there are no make-up lessons or credits for missed lessons. The Education Center observes the following holidays: Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Eve *through* New Years Day. Your monthly bill will be prorated for those months with holidays. We will **not** always be closed on LPS inclement weather days. Call before your lesson time to confirm. If the Ed Center is closed, or if travel is not recommended, credit will be issued. If a student will be unable to attend lessons for an extended period of time (due to summer vacation traveling, for example), tuition will be suspended and the student's time slot will be held for a fee of only \$20 per month.
- **Teacher Absence:** If your teacher is unable to attend, the lesson will be credited to the next month. The teacher must give the parent 24 hour notice by phone, text, or e-mail. We strive to make reasonable effort to contact students when a teacher will miss a lesson. Please make sure your teacher knows the best and most reliable form of contact as this varies from person to person.
- **Parking/Waiting:** Please use the front parking area for all lessons during store hours. After 6 PM there is parking and access to the Ed Center in the rear on the west side of our building. Please feel free to relax in our new wi-fi and television-equipped waiting area during your students lesson.

#### **STUDENT RESPONSIBILITIES:**

We ask that students of the Education Center do the following:

- ☒ Arrive at lessons on time. Students who arrive late do not receive the benefits of a full lesson.
- ☒ Practice!! Progress happens in the time between lessons.
- ☒ Enjoy making music. Stay positive and work hard. Have fun with your lessons. Share your talents with your family and friends.

#### **PARENT RESPONSIBILITIES:**

The parent's attitude and involvement is vital to a child's success in music. It is important that your children practice, without interruption, and attend their lessons on a regular basis. Good habits encourage success and well-placed praise helps them continue.

Children learn valuable lessons in perseverance, self-discipline and time management. If your child encounters difficulties in learning or practicing, please let your instructor know. Communication is very important, and the instructors want to help their students and parents.

Encourage your child to participate in general music classes, choir, band, or orchestra at school. This is a wonderful opportunity to sharpen their musical skills and learn to work musically with others. Expand your child's interest in music by attending quality musical events with your family and listening to recordings at home. Encourage your child to perform often and to make music with others whenever possible. Give them sincere and frequent praise.

Rev 6/2022