



2024 – 2025 Policies

TUITION

Tuition for lessons and classes include the following:

- Your weekly private lesson or group class
- Discounted rates on group classes offered for students enrolled in private lessons
- Two large recital opportunities per school year
- Additional smaller recital opportunities
- Early registration and discounted rates on summer camps
- Early fall registration for current students which gives you the first choice of lesson times and the ability to hold your spot from one year to the next with your instructor
- Performance classes held periodically throughout the year
- Special student rates for concerts and events at the Soo Theatre
- Other opportunities to perform in the community (A Candlelight Christmas, Music in the Park, Tour of Homes, etc.)

REGISTRATION FEE

A one-time registration fee of \$25.00 will be applied to your first bill or will be collected at the time of registration and will be limited to one fee per family per year (Sept – Aug). Because we strive to keep our tuition payments low, this fee will help us to cover the growing costs associated with the registration, administration, and bookkeeping. This fee is due on September 1st or at the time of registration. This fee is non-refundable.

PAYMENTS

PRIVATE LESSONS are typically based on a 30-week calendar to coincide with the public-school calendar. Some teachers may vary the number of weeks, so please check your invoice for the number of weeks your instructor is teaching. When you sign up for lessons, you are signing up for the full 30 weeks or the number of weeks your instructor has outlined.

Tuition may be paid in full for the 30-weeks at the start of lessons, or to help accommodate with reasonable payment size, tuition can be broken into 3 bills through the year **to be payable by Friday at 5pm of the following weeks:**

September 16, 2024

November 11, 2024

February 3, 2025

When you sign up for lessons, **you will be emailed all 3 bills**. The first of the 3 bills is due by Friday of the first week of lessons or when you receive the bill. **You will also receive an email statement one week prior to the next two due dates with a reminder of payment due.** Bills will NOT be mailed physically, unless you request this option in writing by emailing education@sootheatre.org

All payments must be kept current throughout the year, based on the dates listed above. A late fee of 2.5% will be added to all bills not paid by Friday at 5pm of the dates listed above. If an account is more than 2 weeks overdue (without contacting the office to make other arrangements), lessons and/or classes be suspended until the account has been reconciled. If you cannot make your payment by 5pm on the Friday of the week listed above, please contact the bookkeeper to make other arrangements (email: angelapatterson@sootheatre.org).

If a student needs to stop taking lessons at any point during the school year, due to extenuating circumstances (i.e., serious illness, hospitalization, moving out of the area, etc.), the parent must notify the office in writing (email: angelapatterson@sootheatre.org) three weeks prior to the date they need to discontinue lessons, in order to accommodate the scheduling needs/changes for the instructor.

GROUP CLASSES are billed as a one-time fee and are to be paid at the time of registration and no later than the first day of class. **Group classes are NOT pro-rated for any reason.** If a student starts late or drops the class early, no portion of the tuition will be pro-rated or refunded.

ORCHESTRA/CLASSES THAT RUN 2 SEMESTERS will be billed in the fall for both the fall and the winter semesters.

Those enrolled in private lessons as well as year-long group classes may have their orchestra fees divided into 3 payments as outlined above.

Those enrolled in **ONLY** group classes must submit payment in full for the fall semester by the first week of classes (3rd week of September) and make their second payment by the first week of winter semester classes (2nd week of January). In the event of extenuating circumstances a student is not able to continue into the next semester, it is the responsibility of the parent/adult student to notify the office in writing 3 weeks prior to the end of the fall semester to receive a credit on the second semester.

ATTENDANCE

Our instructor's schedules are demanding, and they incur expense to maintain the schedules they have set. Please be advised that when you register for lessons you are essentially purchasing that block of time for the 30-week calendar.

- Please contact your instructor or call the office if your student must miss a lesson (906) 632-1930.
- If the lesson is cancelled by the instructor, a make-up time will be scheduled before the end of the school year.
- If you arrive late to your lesson, the missed portion will not be made up by going past the normal ending time or at a separate time, i.e., arriving late shortens your lesson time.

Soo Theatre ~ 534 Ashmun St ~ 906-632-1930
www.sootheatre.org ~ education@sootheatre.org



2024 – 2025 Policies

- If you must cancel the student's lesson, there will be NO make-up or credit for that lesson.
- Individual instructors may agree to make up lessons on a case-by-case basis, depending on the circumstances.

STUDENT ILLNESS

If a student is ill, do not bring them to group classes or individual lessons. If your student misses school because of illness, they should not attend lessons or classes.

Please call the Soo Theatre Office at (906) 632-1930 or email your instructor directly by 10am of the day of the lesson to inform us of your student's absence. If no one is available, please leave a message with the student's name, the instructor's name, and day and time of their lesson. Lessons missed for illness are not made up or credited. Individual instructors may agree to make up lessons on a case-by-case basis, depending on the circumstances.

SEVERE WEATHER

In the event of snow or severe weather, the Soo Theatre follows the closings of the Sault Area Public Schools. When Soo Area Public Schools are closed due to inclement weather, the Soo Theatre's morning lessons and classes are canceled or moved online. You will receive an email to this effect and it will also be posted on our facebook page: www.facebook.com/SooTheatreProject
A redetermination for afternoon and evening classes will be made by 1:00pm. At 1:00pm, Soo Theatre will post on facebook and email parents regarding afternoon and evening lessons and classes. If the weather is deemed safe, in-person lessons may take place for some instructors. If weather continues to be severe, lessons will be canceled for that day. Please always use your best judgment and drive only if you feel the weather conditions are safe to do so.

The first snow day on any given day of the week is NOT made up. If there are multiple snow days during the winter on the same day of the week (i.e., 3 Monday snow days), the first snow day is not made up, but the remaining snow days of the same day will be made up or credited at the end of the semester.

MAKE-UP WEEK

May 12-17, 2025 is reserved for make-up lessons. Make-up week is to accommodate days missed by the instructor or other extenuating circumstances. Make-up lessons will not be credited or carried over into the next session/semester.

INSTRUCTIONAL CONTACT

Instructional contact is defined as the instructor placing hands on the student for educational purposes. Unlike purely academic subjects, performing arts involves the body, its movement, and its muscular inter-relationships. The instructor must be able to occasionally make gentle adjustments and corrections in posture, hand and arm position, breath control, embouchure, and so on. Before instructional contact is made, the teacher is to inform the student of the nature of the contact and obtain the student's permission. By signing your registration, the parent/guardian indicates their understanding of instructional contact as frequently necessary for progress and improvement in the performing arts subjects.

PHOTO & VIDEO

Photos and videos of students are often used in promotional materials including but not limited to, The Soo Theatre website, facebook page, local newspapers, window displays, newsletters or other correspondence, and other displays. By signing your registration form, you are granting consent for photos and videos of your student to be used for promotional materials and displays. ***If you do NOT want your student photographed or videoed, you must contact the office in writing to notify them of this prior to the start of your student's lessons or classes.***

COVID

Due to the changing circumstances of covid in our community and world, it is not possible to put a policy in writing that will not change from time to time. By signing up for lessons, classes, camps, workshops, etc. at the Soo Theatre, you are agreeing to abide by whatever guidelines the Soo Theatre currently has implemented due to covid. As mentioned above, if your student is ill, please do not bring them to lessons.

LIABILITY

By registering for lessons, classes, etc. at Soo Theatre, you agree not to hold Soo Theatre or any of its instructors, staff, volunteers, etc. liable in the event of any accident or injury that should occur on-site during lessons, classes, camps, workshops, or performances, at Soo Theatre or any of our participating offsite venues. As such, you are agreeing to hold Soo Theatre harmless from any such liability and to indemnify Soo Theatre for any such liability. Though the Soo Theatre makes every effort to keep students safe, you accept all liability for accidents or injury that may occur.

By signing your registration form, you indicate that you understand all of the above policies and agree that your student(s) and family will abide by all of the above for lessons, classes, camps, workshops, etc. as specified in their registration.