

Mill Creek Music Institute Instructor and Student Policies

Effective December 1, 2015

ORGANIZATION

Mill Creek Music Institute offers private instruction for band students at Mill Creek High School, Osborne Middle School and Jones Middle School. The Music Institute is designed to provide quality private instruction that is convenient and comfortable for our students and families. Lessons will be held at Mill Creek High School with highly qualified musicians who specialize on their instruments.

MESSAGE TO STUDENTS AND PARENTS

Since 2004, the Mill Creek Band has built a tradition of excellence in both concert and marching band. One area that has helped build strong Mill Creek bands over the years has been private instruction. Private study on an instrument is the fastest way to attain individual improvement. It is only through private study that a professional will hear the student play on a weekly basis. Students will focus on fundamental skills that are particular to their instrument. These are aspects of development that are harder to address in a full band setting. By developing a command of the instrument, the student's enjoyment increases and his or her desire to learn fuels future success. Instructors provide individualized assignments and feedback specific to the student's particular strengths and weaknesses. Private study develops a life-long love of music, places demand on individual discipline and enhances self-esteem. Much attention can be given to preparing for auditions for District Honor Band, All-State, college admissions, and scholarships.

DISCLAIMER

The Mill Creek Music Institute is designed to serve those students not currently studying privately. It is not designed to take students away from teachers not in the Mill Creek Music Institute and should not be interpreted as a signal to change teachers. There are many fine teachers in the immediate area who offer comparable quality instruction.

LESSON FEES AND PAYMENTS

Lesson fees are set by MCBB at:

- **\$32** per 30-minute lesson
- **\$42** per 45-minute lesson
- **\$52** per 60-minute lesson

Students have the option to take lessons every week or every other week in case of financial or time conflicts. This should be indicated at the time of registration. Families will be billed monthly for the scheduled lessons (please see official MCMI calendar) and will receive a statement by email on the 1st day of each month. Monthly payments should be made by the 5th day of the month, payable to the MCBB (Mill Creek Band Boosters). All payments should be turned in to the MCMI Box with the MCMI Payment Form, and should indicate method of payment (check, cash, student credit). In the memo section of the check, please indicate: MCMI, student name, instructor name, and dates of lessons being paid. Returned checks are subject to a \$30 return fee. Payments not received by the 5th day of the month will be assessed a \$25 late fee. If you need to request a different payment option other than monthly, please contact Bridget Wildes at bridget_wildes@gwinnett.k12.ga.us.

PROGRAM DURATION

All lessons will follow the Gwinnett County Public Schools student/teacher holiday schedule. Please visit <http://publish.gwinnett.k12.ga.us/gcps/home/public/home> for the school calendar of days off. Lessons will be suspended the week of Thanksgiving, the two-week December Winter Break and Spring Break week. The last MCMI lesson of each semester will occur during the last full week of classes in December and May. For specific details, please see the official MCMI calendar

ABSENCE FROM LESSONS

Once assigned a lesson time on the official MCMI Calendar, students are expected to attend. No show/No call is an unexcused absence for lessons. Unexcused lessons will not be allowed to make up unexcused absences. A student that wishes to be excused from his/her lesson should contact the private lesson teacher at least 24 hours in advance and should schedule a makeup lesson at that time. (Contacting a director does not excuse an absence from a lesson). Students who are sick should let their lesson teacher know as soon as possible. It is important that students obtain their private teachers phone number and email so contact can be made easily. Students/Parents are responsible for making contact with their teacher in order to be granted an excused absence. Notice of school events should be given to your private lessons teacher. Your private teachers are not employees of GCPS and are unaware of “special event” day/trips. **Lessons are charged monthly according to the official MCMI Calendar; an absence does not change the monthly amount you are charged.**

MAKE-UP LESSONS

Whether a make-up lesson is to be given, and the day, time, and method of providing the make-up will be left entirely to the discretion of the instructor. Unexcused absences are not allowed to be made up.

COMMITMENT/LESSON DISCONTINUANCE

Students, parents, and instructors should be aware that private study takes patience and effort over a period of time. We ask that students and parents commit to the private lesson program for the entire school year. Students, however, may wish to discontinue lessons, and may do so at any time provided they give both the instructor and MCBB written notice of intent to discontinue at least ONE MONTH before stopping and pay all fees through that one-month period.

LESSON INSTRUCTORS

Flute- Jeanne Carere, jeannecarere@me.com

Oboe- Carolyn Johnston, Carolyn.oboe@yahoo.com

Bassoon- Robert Myles, Robert_myles@gwinnett.k12.ga.us

Clarinet- Caryn Siegel, caryn.siegel@comcast.net

Saxophone- Jason Ogg, ogggpanic@gmail.com

Trumpet- Dr. Geoffrey Wood, geoffreywood@gmail.com

French Horn- Mr. Achim Reus, acimreus59@gmail.com

Trombone, Euphonium, Tuba- Dr. Paul Dickinson, paul.dickinson912@gmail.com

Percussion- Nate Lee, nleepercussion@gmail.com and Josh Montgomery, altobari5@gmail.com