



Welcome to Mount Olivet School of Music & the Arts!

We are thrilled that you've chosen MOSOMA for your musical education journey. At Mount Olivet, we believe in fostering artistic skills and appreciation in every student, regardless of age or ability. Our dedicated teachers are committed to providing exceptional music and art instruction in a supportive and nurturing environment. Below is some general information regarding policies and procedures. Please contact MOSOMA Coordinator Elena Stabile (mosom@mtolivet.org) with any additional questions or concerns you may have. We look forward to serving you!

Private Lesson Attendance Information:

MOSOMA lessons are scheduled weekly and tailored to your individual needs. At the start of each semester, students are billed for the anticipated number of lessons for the term; this number takes into account the school's term calendar and each individual teacher's anticipated schedule.

For example, in Fall 2024, we will offer a maximum of 15 weeks of lessons based on the school's calendar. Some teachers know they cannot teach the last week of the term, so they will only offer 14 lessons.

If you know of any absences (such as planned travel, special activities, etc.) that conflict with your lessons, and if you give us that information at the very start of the semester during registration, we may be able to build those dates into your semester invoice so that you only pay for the number of lessons you know you can attend.

For example, in Fall 2024, if your family is traveling for the entirety of December, missing 3 weeks of available teaching, we can invoice you for 12 lessons instead of the maximum 15.

Planned Absences:

Once the semester begins and invoices have been issued, if the teacher or the student has additional planned (non-emergency) absences, or a lesson is not taught and cannot be rescheduled, the student will receive a refund or credit for that lesson.

Student-Initiated Absences:

Please notify your instructor and the Coordinator's Office by phone or email at least 24 hours in advance if you need to miss a lesson. Teachers are not required to offer makeup lessons if adequate notice isn't given, or if a student misses a lesson without prior communication. Exceptions may be made for sudden illness, injury, or unexpected emergencies. In such cases, please inform your instructor as soon as possible. For mild illness, inclement weather, or last-minute conflicts, consider requesting an online lesson instead.

Teacher-Initiated Absences:

Instructors will aim to notify students of cancellations at least 24 hours in advance. Exceptions apply for sudden illness, injury, or emergencies, in which case the instructor or Coordinator of MOSOMA will inform students as soon as possible. If a lesson is canceled, a makeup lesson will be offered at a mutually convenient time. The make-up lesson may be an online lesson if it is mutually convenient to do so. A makeup week is built into the calendar for each MOSOMA semester to help accommodate such situations.

Student Withdrawal from Lessons:

Students may withdraw from the semester due to scheduling conflicts or a desire to switch studios/teachers. To withdraw from all lessons for the term, please submit a written notice to mosom@mtolivet.org as soon as possible. Students are responsible for paying for two lessons after the week of withdrawal, with the remaining lessons refunded. Please note that the \$25 administrative fee is non-refundable.

This policy provides financial protection for MOSOMA teachers in case of unexpected cancellations during the term. If desired, MOSOMA will assist in finding a suitable teacher and facilitate the transition between studios after the three-lesson period.

Emergency School Closings

Mount Olivet Church leadership decides whether to close MOSOMA due to weather. Families will be notified via email as soon as we are made aware of the decision. Your teacher may offer online lessons in the event of Mount Olivet closing. MOSOMA is committed to remaining open whenever possible and will work to schedule missed lessons.