

2023-2024

Student Handbook

Name _____

About Us

Director/Owner: Joann Cho
Operations Manger: Griffin Mang

Location

844 Madison Street
Oak Park, IL 60302

Contact

708-622-8147
info@oakparkmusic.com (Director & General inquiries)
operations@oakparkmusic.com (Manager)

Website

oakparkmusic.com

Office Hours

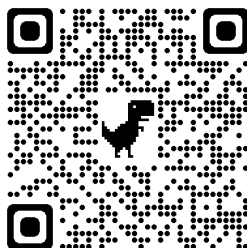
Monday	1:00-7:30pm
Tuesday	1:00-7:30pm
Wednesday	1:00-7:30pm
Thursday	1:00-7:30pm
Friday	by appointment
Saturday	9:00am-2:30pm

Holidays & Closures

See page 3 and oakparkmusic.com/calendar

Faculty & Staff

oakparkmusic.com/faculty



Tuition Policy

Billing

Your tuition fee reserves a weekly lesson or class time, and is due once per month, on the first day of each month. Tuition is paid monthly; it is not calculated by the weekly lesson. Your monthly tuition rate is the same each month even though some months will have five (5) lessons or classes and others as few as three (3). Holiday and break closures have been calculated into the monthly tuition rate. Students may discontinue lessons or classes at any time with 30 days notice. Unless we receive communication of discontinuing lessons, you will be automatically charged on the first day of each month.

*****NEW!!! September 2023**

We have made several changes to our billing system.

In an effort to eradicate late fees and to streamline billing, every family must enroll in **automatic bill payment** (credit card on file) prior to September 1, 2023. All accounts will be charged automatically on the first of each month beginning September 1. In order to discontinue classes/payment, you must provide 30 days notice. If the notice is given mid-month, your fees will be prorated accordingly.

Student Absence Policy

The time of your lesson or class has been reserved and is unavailable to any other student; therefore, tuition is neither reduced nor refunded due to missed lessons (for any reason) by the student. If you anticipate an upcoming absence, please give us at least 24 hours (but no more than a week's) notice. At the time of your notice, we will review the instructor's schedule that week, and if the instructor has an opening in their schedule (or we are running a second section of a group class at the same level), we are happy to move you to that time. Otherwise, you will forego your lesson and no make-up credit or refund will be issued.

Please refer to our FAQ page for more answers:

<https://www.oakparkmusic.com/faq>

Tuition Rates

	Private (1 student)	Semi-Private (2 students)	Semi-Private (3 students)	Group (4 or more students)
15 minutes weekly*	\$121/month	NA	NA	NA
30 minutes weekly	\$215/month	NA	NA	NA
45 minutes weekly	\$310/month	\$200/month	\$215/month	\$150/month
60 minutes weekly	\$382/month	\$250/month	\$310/month	\$175/month

*reserved for ages 6 and under only

Sample Lessons

Students interested in briefly meeting a teacher prior to committing to monthly ongoing lessons may sign up for a one time complimentary 15-minute lesson.

Single Lessons

Students interested but not ready/interested in committing to monthly ongoing lessons may sign up for a single lesson or a series of single lessons. Single lessons are available in half hour or hour long durations. Payments for single lessons must be completed at least 3 days prior to the date of the lesson.

	Single Lesson Rate
30 minutes	\$60
60 minutes	\$100

Holidays Observed (school closed)

Holiday and break closures have been calculated into the monthly tuition rate.

*Dates subject to change at the discretion of the director.

2023-2024		Day of the Week
September 2023	9/4: Labor Day	Monday
October 2023	10/9: Indigenous People's Day (make-up 10/13)	Monday
November 2023	11/21-11/26: Thanksgiving Break	Various
December 2023	12/22-1/5: Winter Break	Various
January 2024	1/15: Martin Luther King Jr. Day	Monday
February 2024	2/19: President's Day (make-up 2/23)	Monday
March 2024		
April 2024		
May 2024	5/27: Memorial Day	Monday
June 2024	6/19: Juneteenth	Wednesday
July 2024	7/4: Independence Day	Thursday
August 2024		

Special Events

*Dates subject to change at the discretion of the director.

2023-2024	
September 2023	9/5: Group Class Start Date 9/25-10/20: Fall Practice Challenge
October 2023	10/22: Halloween Recital
November 2023	11/10: Evening of Music (Adult Recital)
December 2023	12/10: Holiday Recital
January 2024	1/13-2/9: Winter Practice Challenge
February 2024	2/11: Valentine's Recital
March 2024	3/25-3/29: Spring Break Camps
April 2024	
May 2024	5/17: Evening of Music (Adult Recital) 5/13-6/7: Spring Practice Challenge
June 2024	6/9: Spring Recital
July 2024	7/15-8/9: Summer Practice Challenge

Agreement

I have read and agree to the tuition and automatic payment policy. I have reviewed the school closures and understand they do not affect my monthly fee. I understand the practice challenges, recitals, and other special events are optional and may be separately charged with notice.

Student Name(s)

Student Signature (Parent/Guardian if under 18)

Date _____

Photo Release

The Oak Park School of Music has my permission to use my/my child's photograph publicly to promote the school. I understand that images taken during instruction or school events such as recitals may be used in print brochure, website, and social media. I also understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

Student Name(s)

Student Signature (Parent/Guardian if under 18)

Date _____