

**Mission Viejo Christian Church**

**Conservatory of Music**

*“Striving to Build a Tradition  
of Musical Excellence”*

**2009-2010**

**Handbook**

Mission Viejo Christian Church  
27192 Jeronimo Road  
Mission Viejo, CA 92692  
(949) 465-1940



## **Sessions**

Fall - September through January  
Spring - February through May  
Summer - June through August

## **Registration**

*There is a \$50.00 registration fee per year, per student, \$75.00 per year per family (2 or more in one family taking lessons).*

## **Monthly Tuition Rates**

One 30-minute lesson per week; \$88.00 per month  
One 60-minute lesson per week; \$176.00 per month

## **Payments**

Payment is to be made the 1<sup>st</sup> of each month. **Payment not received by the 5th of each month will have a \$25.00 late fee added to it.** Payment for the month will be \$88.00 for 30-minute lessons or \$176.00 for 60-minute lessons. We cannot deduct payment from days not attended in our regular schedule.

If payment has not been made by the 5th, as of the following month, no lesson will be given until payment, including late fee, is made. The Administrator will notify you. The teacher will be notified not to continue lessons until notified again by the Administrator. Payment must be paid to the office at least **one day** prior to lesson time, which allows for the Administrator to notify the teacher to resume lessons.

Checks are to be made out to **MVCC Conservatory** and put in an envelope and left in the church office between 8:00 AM & 4:00 PM. **NO CHECKS ARE TO BE GIVEN TO THE TEACHER.** All money matters will be handled and discussed by the administrator only (not the teacher). You are welcome to mail your payment into the church. Please specify "Conservatory payment", include child's name, and parents' names. They must be received by the **5th** of the month. **The date received will be noted.**

Mail payment to the following address:

MVCC Conservatory of Music  
27192 Jeronimo Road  
Mission Viejo, CA 92692

## **Discontinued Lessons**

**One month's written notice to Administrator is required before discontinuing lessons.** The full month's tuition is to be paid whether lessons are continued or not unless notice and arrangement has been made with the Administrator.

## **Missed Lessons**

If you miss a lesson due to illness or a death in the family, the teacher will try to make it up. A make-up lesson will be offered to you within four weeks of the missed lesson. If you cannot make it up in the allotted time, the lesson will not be made up and no reimbursements will be given. Another teacher may teach the make-up lesson, if needed.

School trips or planned vacations must be applied for 1 month in advance in order to receive a make-up lesson. Teachers have forms and they are to be turned into the Administrator. No make-up or refund will be given if not submitted in time. **IF YOUR SCHOOL DOES NOT GIVE 1 MONTH NOTICE FOR TRIPS, ETC., YOU MAY SUBMIT A NOTE FROM THE SCHOOL ADMINISTRATOR OR ACTIVITY DIRECTOR TO THAT AFFECT AND THE LESSON WILL BE CONSIDERED FOR MAKE-UP.**

**Other excuses for missed lessons will not be acceptable – no make-up or refund will be given.**

**If you miss due to illness, call your teacher as soon as possible.** If you do not call, there will be no make-up lesson or refund. **If you cannot reach the teacher, call the church office and give your name, teacher's name, time of lesson, and reason for missing.** Be courteous to your teacher, their time is valuable.

All other excuses for missing e.g., other events, sports games, etc., will **not** be made-up, nor refunded, but please inform your teacher that you will not be there and that you know it will not be made up. **Knowing that sports schedules are unknown for winter and spring, we will honor a change in days on a permanent basis for lessons, once you know your schedule. We will not make up lessons for games if schedule is not changed and no refunds will be made if lessons are missed. WE SUGGEST YOU CHOOSE A LATE TIME FOR LESSONS THAT WILL NOT CONFLICT WITH SPORTS.**

Any lesson cancelled by the teacher will be made up.

## **Students of Crusader Club or Kids Club**

It is the responsibility of the parent to make arrangements for the student to be dropped off and picked up for Conservatory lessons. If a student is not dropped off on time for their lesson this time cannot be made up. For safety reasons, the Conservatory teacher cannot release a student to return alone.

## **Music and Instructional Material**

All materials needed, will be provided by the **student**. Teachers will keep you informed as to the materials needed. Please have all materials prior to the first lesson. Students must bring lesson material and assignment books to all lessons.

## **Lesson Time (General Information)**

1. Be on time for your lesson. **IF YOU ARE LATE, THAT VALUABLE TIME MISSED CANNOT BE MADE UP.**
2. **If a student is 15 minutes late for a lesson, teachers will consider the lesson cancelled.**
3. Parents are welcome, on occasion, to visit a lesson. We recommend however, not visiting on a weekly basis. The student and teacher need time together to develop a rapport with each other. This can be hindered if parents are there each week.
4. Parents that have other small children with them during your child's lesson, please remain in the lobby. It can be very distracting to your child and the teacher.
5. **For safety reasons, we ask that all parents walk their children into their lessons and return to their room at the end.**
6. **PARENTS NEED TO PICK CHILDREN UP PROMPTLY.** The teacher will have another student or may be finished for the day.
7. **Always bring your music and assignment book.** Be prepared for your lesson by following your teacher's instructions as to practice time. Parents, please be supportive and encouraging to your child and help them plan their practice time.
8. Teachers may require a three-ring notebook, assignment books, book bag, etc.

**Parents: If you remain at MVCC during lesson time, please keep other siblings off the playground and out of classrooms. It is not open for childcare because school is in session!**

**Events for the Year  
Mark Your Calendars**

<b>September 14, 2009</b>	Opening Week for Conservatory
<b>November 24-27, 2009</b>	Happy Thanksgiving! No Conservatory Lessons
<b>December 21, 2009 - through January 1, 2010</b>	Merry Christmas and Happy New Year! No Conservatory lessons
<b>January 4, 2010</b>	Conservatory Lessons Resume
<b>January 23, 2010</b>	Fun & Funky Recital, Saturday, 11:00 AM, 1:30 PM
<b>February 15, 2010</b>	Presidents Day! No Conservatory Lessons.
<b>April 5, 2010 through April 9, 2010</b>	Spring Break! No Conservatory Lessons.
<b>April 26, 2010</b>	Summer Registration Begins
<b>May 21, 2010</b>	Last Day of Conservatory Lessons
<b>May 22, 2009</b>	Spring Recital, Saturday, 11:00 AM, 1:30 PM
<b>June 1, 2010</b>	Summer lessons begin

## Recitals Dates, Theme and Description

### ***“Fun & Funky”***

**January 23, 2010**

This recital is for you! Have fun choosing a *fun* and *funky* piece. Write your own, play with a friend or teacher. Dress your part!! **HAVE FUN!**

### **Spring Recital**

**May 22, 2010**

A very special recital to end the year! With the help of your teacher, select a classical piece that challenges you and shares your ability. You have been given a great talent – use it to the fullest extent. Select one piece. It must be memorized! Recital attire: Dresses or skirts for females, dress pants and shirt/tie for males. Black and white in color for males and females. No tennis shoes, etc. (See the administrator if this presents a problem).

## Recital Information

### **General Information**

1. No recital is mandatory, but we do encourage all of our students to participate in at least one.
2. Recitals begin at 11:00 AM, 1:30 PM

### **Dress Code:**

Dress your best. Boys – nice slacks, shirts and tie, shoes and socks.

Girls- dresses or skirts. (Knee length or floor length)

(Exception – *Fun & Funky*)

(See “Spring Recital” for dress code on that evening)

### 4. Cameras/Videos:

**We ask that no flash attachments be used during recital performances.** Time is allotted following the recital for pictures. If you video, make sure you do not block anyone or distract from the performance. We want our students to be able to do their very best.

### 5. During Recital:

Please remain in your seats and quiet at all times. If you absolutely must leave, **go between performers** and close door quietly. **We ask every student to remain for the entire recital. It is a great learning experience!**

6. Child Care: The Conservatory will provide childcare for **all** small children. A movie will be shown at no cost to parents. We recommend use of this to help with a quiet and professional recital.

MVCC Conservatory  
Vacation/School Trip Application

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Day of Lesson, Time to be Missed: \_\_\_\_\_

Request and Explanation for possible missed lesson:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Form Must Be Turned Into Administrator (1) Month Prior to Date**

Date of Request: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**OFFICE USE ONLY:**

Date received: \_\_\_\_\_

\_\_\_\_\_ A make up will be given for the above date.

\_\_\_\_\_ No make up or refund will be given for above date.

Administrator's Signature: \_\_\_\_\_

## Music Stores

1. Coast Music (949) 768-8783  
24002 Via Fabricante, Mission Viejo
2. Music Makers (714) 974-0830  
5701 W Santa Ana Canyon, Anaheim  
(Will mail materials)
3. Sheet Music Shoppe (714) 641-8440  
3688 South Bristol  
1 Block north of South Coast Plaza (open 7 days)
4. Guitar Center (949) 609-0055  
23811 El Toro Rd., Lake Forest  
(Guitar Rentals, Drum sets, and Keyboard sales)
5. Horn Improvement (949) 455-4163  
25672 Taladro Circle Suite A  
Mission Viejo, Ca. 92691

Piano Tuner: James Benedic  
(714) 630-2346