

**Chelmsford Public Schools
Fine and Performing Arts Department
200 Richardson Road
North Chelmsford, MA 01863-2396**

Mr. Michael M. LaCava, Curriculum Coordinator
Phone: 978-251-5111 ext. 4274
e-mail: lacavam@chelmsford.k12.ma.us

Dear Performance Music Parents and Students:

I am writing to you in regards to a Private Music Lesson Program which we are offering through the Community Education Department for the Chelmsford Public Schools.

This program was created several years ago as a way for students in the instrumental program to further their knowledge of their instrument by studying with professional musicians on a weekly basis. Over the past several years, many students in our performing ensembles have taken advantage of this program.

This year, I am pleased to announce that Ms. Kathy Orchard will be running the Private Lesson Program. Ms. Orchard has several years of experience instructing and running a private lesson program and we are fortunate to have her in charge of the Chelmsford program.

Once again, we are excited to offer this opportunity for our students. On the following pages you will find more information and contact information for Ms. Kathy Orchard if you have any questions.

I look forward to another outstanding year in the Chelmsford Public Schools Fine and Performing Arts Department. Please feel free to contact me at any time with any questions, concerns, or comments.

Sincerely,

Mr. Michael M. LaCava
Fine and Performing Arts Coordinator
Chelmsford Public Schools

**CHELMSFORD PUBLIC SCHOOLS
FINE AND PERFORMING ARTS DEPARTMENT**

PRIVATE MUSIC LESSON PROGRAM
Sponsored by Chelmsford Community Education

This is an OPTIONAL program for students who would like to study an instrument outside of the school day. Private lessons are NOT REQUIRED to participate in the Chelmsford Public Schools Music Program.

LESSON PROGRAM REGISTRATION FORM
2006 – 2007 School Year

Student's name: _____ Date _____

Address: _____ City, State, Zip: _____

Phone #: _____ Current grade & school: _____

Parent/Guardian: _____ Work #: _____ Cell #: _____

Parent/Guardian Email: _____

Instrument lessons will be taken on: _____ Does this student already play this instrument? Yes No

Has this student ever taken lessons on this instrument before? Yes No

If yes, in what context and for how long? _____

Has this student ever formally played another instrument? Yes No

If yes, which instrument and in what context? _____

Tuition for the 2006-2007 school year will be split into two fifteen-week sessions, with two make-up weeks at the end of each session. The cost for one session follows. The registration fee will only be assessed once per school year. Please indicate whether you are signing up for the half-hour lessons or the one hour lessons.

Half-Hour Lesson: \$255.00 + \$50.00 registration fee = \$305.00 (per student)

One Hour Lesson: \$510.00 + \$50.00 registration fee = \$560.00 (per student)

Checks should be made payable to *Chelmsford Public Schools*.

All lessons are held at Chelmsford High School. You will be contacted when the schedule is completed.

Parent/guardian signature

Date _____

Please return this form to:

Private Music Lesson Program
Chelmsford Community Education
200 Richardson Road
North Chelmsford, MA 01863

If convenient, feel free to drop this form off at the Community Education Office inside Chelmsford High School. The preferred contact method for Mrs. Orchard is through her e-mail address at orchardk@chelmsford.k12.ma.us, or you may leave a phone message at the Community Ed. Office at 978-251-5151.

CHELMSFORD PUBLIC SCHOOLS
FINE AND PERFORMING ARTS DEPARTMENT

PRIVATE MUSIC LESSON PROGRAM

Sponsored by Chelmsford Community Education
2006 – 2007 School Year

- Coordinator:** Kathy Orchard **Email:** OrchardK@Chelmsford.K12.ma.us (**preferred contact method**),
or you may leave a message at the Comm. Ed. Office, 978-251-5151.
- Location:** Chelmsford High School
- Offerings:** Lessons will be offered on all wind, percussion, and orchestral string instruments, piano, voice, and guitar. The offerings will be based on student enrollment. The offerings may be adjusted due to enrollment.
- Teachers:** Lessons will be taught by qualified instructors recruited and supervised by the Fine Arts Department.
- Lesson Format:** Students will be able to take weekly thirty minute or one hour lessons.
- Calendar:** Lessons begin the week of September 19th and end the week of May 21st. We will hold two fifteen-week sessions, with two make-up weeks at the end of each. Lessons will be held according to the school calendar. No lessons will be held on school vacations, holidays or cancellations.
- Schedule:** Lessons will be held after school on weekdays and are scheduled by the Lesson Program Coordinator.
- Tuition:** Tuition for the 2006-2007 school year will be split into two fifteen-week sessions. The \$50 registration fee will be assessed once per school year. The cost per child for one session is as follows:
- Half-Hour Lesson: \$255.00 + \$50.00 registration fee = \$305.00
 - One Hour Lesson: \$510.00 + \$50.00 registration fee = \$560.00
- Lessons are paid in advance to the Chelmsford Public Schools. No lessons will begin until tuition is paid. No refunds may be issued.
- Tuition Assistance:** Tuition assistance is available from the Friends of Music Scholarship Program on a very limited, needs-based basis. Requests for a Tuition Assistance Form may be made through the coordinator, Kathy Orchard.
- Make-Up Policy:** Students are allowed one excused absence per session. An excused absence is for reasons of illness or emergency only. Excused absences will be made up during the make-up week or at the convenience of the instructor. Lessons missed due to unexcused reasons shall not be made up. No refunds may be issued.
- Recitals:** Informal recitals will be scheduled at the end of the school year. These recitals will give students an opportunity to perform for their family and friends.
- Registration Process:** If you are interested in signing your child up for lessons, please fill out the *Lesson Program Registration Form* on the reverse side. You will then be contacted by the program coordinator. If a session has already begun, you may still sign your child up if the instructor's schedule has an opening. Please contact Mrs. Orchard if you have any questions.