



# **Creative Music & Entertainment**

Handbook  
**2020**

**Studio address:  
1819 Engle Avenue  
Chesapeake, VA 23320**

**[www.CreativeMusicVa.net](http://www.CreativeMusicVa.net)**

*Member of Hampton Roads Chamber of Commerce*

**Chris Pickett  
Owner, CEO, Executive Director – 757.236.2609**

This contract has been researched, approved, and is enforced by Framme Law Firm, a division of Legal Shield, 6800 Paragon Pl #233, Richmond, VA 23230, as well as the Board of Directors, CEO & CFO of Creative Music & Entertainment. Any and all changes to contract must be reviewed and approved by the Board of Directors.

## Welcome to Creative Music!

- Our mission: “Exploring the arts the way *you* were created to.”
- Our emphasis: *people not products*
- Our approach: positive, encouraging, and fun!
- Our teaching: guiding students to love and enjoy music.
- Our performances: many opportunities.
- Our environment: relaxed with parental involvement.

**Where is the studio?** Chesapeake (1819 Engle Ave) in Greenbrier, call Chris Pickett at 757.236.2609. Satellite location in Deep Creek (1812 Coral Ivy Ct, 23323).

**Do you rent instruments?** Yes, we rent keyboards and guitars. We even have a sax, clarinet and ukuleles and the cost is only \$8 per week! Most stores require at least a year commitment.

**Do you have advice for practicing?** We recommend that each student practice for at least 5-10 minutes each day. The old 30-min rule just doesn't fit our crazy world.

**How long should one take lessons?** We recommend taking lessons for at least 1 year or more. It takes time to develop a completely new skill and learn a new language.

**Do you have recitals?** Yes and no. We call them Talent Shows and they are way more fun than recitals. Students choose their own music and we do 4-5 each year.

### Individual lessons for voice, piano, guitar, ukulele, drums, bass, strings, brass, clarinet, saxophone, harmonica, banjo, drama or other instruments

½-hour lesson is \$20

45-minute lesson is \$30

1-One hour lesson is \$38 per hour

(In-home lessons, there is an additional \$10 charge for fuel)

Art/Photography: \$45.00 per hour

**Group Lessons** - \$13 per half hour (or \$26 per hour), *per person*

### **Non-Contract Lesson Option**

½-hour lesson is \$30; 45-minute lesson is \$38

1-One hour lesson is \$50 per hour

### **Commitment: 60-day Automatic-Renewing Contract**

Most studios and music stores require a minimum commitment of 6 months; ours is an *auto-renewing* 60-day contract. **You pay for one month at a time (no exceptions).** However, if you sign up for more than 2 months, we offer you a discount (as a special thanks) through optional package deals.

### **Registration**

- There is a **one-time registration fee** of \$25 due by the 2<sup>nd</sup> lesson by cash or credit card. **If you purchase a package deal, you will receive \$10 off registration!**
- Payment for the first lesson. Cash or credit cards are acceptable. At the beginning of the 2<sup>nd</sup> lesson, a full month's tuition and the Registration Fee of \$25 will be due.

**Are there extra benefits?** 1-*Refer someone* new or get a family member or friend taking lessons and receive one half-hour lesson FREE! 2-*Earn weekly award points* throughout the year to cash in for merchandise, free lessons and more; and 3-*Colorful wristbands* for kids (like karate belts) earned every 3 months as they advance in their skill level!

**Can the lesson time or instrument be changed once I start?** Yes!

### **What are the payment details?**

- You can pay by cash or credit card

### **Other Services Offered**

**DJ Events-Birthdays, Weddings, Anniversaries, Parties, Dances, any event = \$75 per hour and Karaoke for any event = \$50 per hour**

## Optional Package Deals

### Half-Hour Package Plans

(payments may be broken up)

#### Package #1

Sign up for 12 – ½ hour lessons      Regular price =  $\$20 \times 12 = \$240$   
Discounted price=  $\$230$       *Savings =  $\$10$*

#### Package #2

Sign up for 24 – ½ hour lessons      Regular price =  $\$20 \times 24 = \$480$   
Discounted price=  $\$455$       *Savings =  $\$25$*

#### Package #3

Sign up for 36 – ½ hour lessons      Regular price =  $\$20 \times 36 = \$720$   
Discounted price=  $\$660$       *Savings =  $\$60$*

#### Package #4

Sign up for 48 – ½ hour lessons      Regular price =  $\$20 \times 48 = \$960$   
Discounted price=  $\$875$       *Savings =  $\$85$*

### Hour Package Plans

#### Package #5

Sign up for 12 – 1-hour lessons      Regular price =  $\$38 \times 12 = \$456$   
Discounted price=  $\$436$       *Savings =  $\$20$*

#### Package #6

Sign up for 24 – 1-hour lessons      Regular price =  $\$38 \times 24 = \$912$   
Discounted price=  $\$867$       *Savings =  $\$45$*

#### Package #7

Sign up for 36 – 1-hour lessons      Regular price =  $\$38 \times 36 = \$1368$   
Discounted price=  $\$1298$       *Savings =  $\$70$*

#### Package #8

Sign up for 48 – 1-hour lessons      Regular price =  $\$38 \times 48 = \$1824$   
Discounted price=  $\$1724$       *Savings =  $\$100$*

### 45-min Package Plan

#### Package #9

Sign up for 12 – 45-min lessons      Regular price =  $\$30 \times 12 = \$360$   
Discounted price=  $\$345$       *Savings =  $\$15$*

## INCENTIVE PLAN

### Win points for lessons...

Attend Each Lesson (Sept-Nov, Jan-March, Apr-May) = 10 points (320)

Attend Each Lesson (Dec) = 20 points (80)

Attend Each Lesson (June) = 75 points (300)

Attend Each Lesson (July and August) = 125 points (1000)

Practice points (awarded by teachers weekly) = 1-10 points (up to 500)

### Win points for events...

Attend any Talent Show = 25 points each show

Participate in any Talent Show = 75 points each show

### Win points for hiring and referrals...

Hire Creative Music for a karaoke event = 200 points (unlimited)

Hire Creative Music for a DJ event = 300 points (unlimited)

Refer a student who takes lessons = 300 points and a FREE ½ hr lesson

### Win bonus points...

Purchase a 6-month package = 250 points (500)

Purchase a 9-month package = 500 points (500)

Purchase a year package = 1000 points (1000)

Win "Headliner of the Month Award" = 100 points

## Awards

**Platinum:** 5500+ points Prizes: One Gold prize, merchandise, 3 free lessons

**Gold:** 4600-5500 points achieved by attending all lessons, participating in talent shows and earning practice points. Prizes may include: New guitar, new ukulele, new keyboard, free DJ or karaoke party, plus 2 free lessons

**Silver:** 3500-4500 points Prize: Merchandise and 1 free lesson

**Bronze:** 2800-3500 points Prize: Merchandise

*All point awards redeemed each August in Award Talent Show*

## POLICIES

**General principle:** committing to lessons means coming at your regular time and taking your lessons. Have to miss a lesson? Let us know and we will do all we can to help you make it up!

### Cancellations

**All cancellations require a *minimum* of 24-hours.**

*Excused cancellations* (no make up required) are:

- student illness (*not defined as small illnesses like headaches, stomach aches, having a bad day, etc*)
  - family death
  - planned “in advance” family vacation (*not to exceed twice a year*)
- uncontrolled *student* work conflicts *only* (ex: military duty)

***Excused cancellations*** - the lesson *is made up at some point*, preferably the same or following week! If excused lessons are carried over to the next month, a full month’s payment will still be required and an extra lesson(s) will be granted in addition to regular lessons.

***Unexcused cancellations*** – *all others not listed above are unexcused and will not be allowed to be made up*, including “family emergencies,” school conflicts, sports, games and club/scout conflicts and forgetting lessons. You are still financially obligated for all excused & unexcused absences.

### No Breaks

- A “break” from lessons is not allowed for over 2 weeks.
- *No extended summer or winter breaks – we are open year round* (we will work with your vacations).

- Breaks over 2 weeks permitted ONLY for:
  - *military leave/temporary duty*
  - court-appointed/mandatory custodial visitation
  - severe personal illness.

**If you need a break longer than 2 weeks, you have 2 options:**

- Make up the lessons you will miss before or after you take a break (We work with your vacations).
- Permanently give 30-day notice to stop taking lessons and pay whatever financial obligation that is due.  
Note: Your rate will at least go up to the current rate.

### Withdrawal

Should you ever decide to leave us, you must submit an email or written letter at least *30 days in advance*. You are asked to formally write/type it out, submit, and pay for your 30 days of remaining lessons. We *do not* have a “quit and go” policy. There are *no exceptions*. ***Even if you are on a package deal, you may not quit at the end of the package deal – 30 days is still required.***

**Other policies:** Any change to your contract like switching to every other week or going from an hour to half hour requires 30-days’ notice in writing.

**Inclement Weather** – if school is closed, we are *might be* closed\*. If school delays opening, we are open. If school closes early, contact us. *Just as school makes up missed days, we make up missed lessons due to inclement weather!*

\*School is often closed in this area longer than necessary because of buses. Therefore, some teachers may still opt to teach lessons though school is closed. If you can attend, please do in order to avoid make-up lessons later.

**Holiday Closing Dates:** New Year’s, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve/Day. ***WE DO NOT FOLLOW THE SCHOOL OR GOVERNMENT CALENDAR!***

**Your Contract with Creative Music**

*Student Information Sheet*

Type of lesson: \_\_\_\_\_

Cost: \_\_\_\_\_

I understand that tuition is due to Creative Music at the beginning of each month, and will commit to paying the tuition as outlined in this agreement. I understand that I will be financially responsible for **all lessons** as outlined in the Cancellation and No Breaks Policies of this handbook (*including late fees*). *I understand that purchasing a Package Deal does not relieve me of further financial or contractual obligation to Creative Music.* **Initials** \_\_\_\_\_

I understand that my contract and commitment to Creative Music will renew every 2-months automatically. I understand that I must fill out a Withdrawal Form and give 30-days' notice and payment to end lessons with Creative Music, *even if I am on a package deal*. I understand I must give a 30-day withdrawal notice *within* the current contract period to be excluded from my contract being renewed or else my contract will be renewed an additional 2 months. I understand and agree, that should I break this contract without the proper notice, I will pay the remainder owed. If I do not, I will be subject to the remainder, plus 20%, plus collections and/or attorney's fees. **Initials** \_\_\_\_\_

I understand that students who are late for a lesson cannot be guaranteed their full lesson time as instructors often have students before and after my scheduled lesson time. **Initials** \_\_\_\_\_

***My initials and signature below indicate that I have read, understood, and agreed to all the policies and terms as outlined in the Creative Music Handbook. I thoroughly understand the Cancellation and No Break Policies and that there is no extended summer or winter break over 2 weeks. I have either discussed all terms with a Creative Music staff instructor or do not need to discuss them.*** **Initials** \_\_\_\_\_

**Name of responsible party (print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

Age \_\_\_\_\_ Birthday \_\_\_\_\_

Lesson Instrument, Day & Time (You are allowed to change this later if needed)

Teacher name \_\_\_\_\_

Parents' Name(s) (if under 18): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Preferred Contact Method (please circle):

Call                      Email                      Text

Interested in participating in talent shows (recitals)?    Yes    No

How did you hear about us?

\_\_\_ Website                      \_\_\_ Craigslist                      \_\_\_ Google

\_\_\_ Thumbtack                      \_\_\_ Facebook                      \_\_\_ Other

\_\_\_ Referral from \_\_\_\_\_

How long do you estimate you desire to take lessons? \_\_\_\_\_