

NLC School of Music

Parent/Student Agreement

Welcome

The NLC School of Music is delighted to welcome you to our private music lesson program, offered under the authority of New Life Church. This agreement outlines the responsibilities and policies for students and parents/guardians to ensure a safe, enjoyable, and enriching experience. We employ skilled Music Instructors to foster a lifelong love of music in our community, guided by our faith-based mission.

Program Overview

- Purpose: The School provides private lessons in instruments or voice, delivered by our employee instructors.
- Instructor Role: Instructors are employees of the School, with duties including lesson planning and teaching, subject to the School's safety and conduct policies, including good moral and faith-based judgment aligned with our mission under New Life Church.

Expectations and Responsibilities

- **Student Expectations:**
 - Have fun—music is meant to be enjoyable!
 - Arrive on time for lessons, waiting at the outside door until greeted by the instructor.
 - Bring all necessary materials (e.g., notebook, lesson books, instrument—except piano/drums, provided by the School). Purchase curriculum as assigned by the instructor.
 - Practice regularly (suggested: 4 times weekly, 10-30 minutes, adjusted for age/ability) to grow musically, as discussed with the instructor.
 - Actively participate, ask questions, and seek clarification to fully engage in learning.
 - Treat the instructor, peers, instruments, and facilities with respect and kindness.

- **Parent/Guardian Expectations:**

- Allow the student to attend lessons independently to build a strong instructor-student relationship, waiting in the hallway seating area if desired.
- Ensure timely payment of \$25 per half-hour lesson via MyMusicStaff.com automatic withdrawal on the 1st of each month for the prior month, based on the instructor's recorded attendance for payroll purposes.
- Notify the instructor of cancellations with at least 24 hours' notice via MyMusicStaff or the instructor's preferred method.
- Pick up the student at the NLC door after lessons, arriving on time or authorizing another adult in writing.
- Support the student's practice and engagement to enhance their experience.

- **School Commitments:**

- Provide safe lesson spaces and coordinate scheduling through MyMusicStaff.com, used by instructors to record attendance for payroll and safety purposes.
- Employ instructors who are screened with background checks and safety training (e.g., Ministry Safe) and compensated as W-2 employees, with wages processed through the School's payroll system.

Safety and Conduct Policies

- **Child Protection:**

- Per the Child, Youth, and Worker Protection Policy, instructors are mandated reporters and will report suspected abuse or neglect to the Executive Director, who notifies authorities within 24 hours or as soon as practicable, per Minnesota law [Minn. Stat. § 260E.06](#).
- Lesson rooms feature visible windows and video surveillance for safety.

- **E-Communication:**

- Instructors use MyMusicStaff, email, or group texts for lesson-related communication with parental consent, per the Student E-Communication Policy. Personal information is protected unless shared in emergencies, per the Family Educational Rights and Privacy Act (FERPA) and [Minn. Stat. § 13.32](#).
- Texting after 9:00 PM is limited to emergencies; one-on-one texting with minors of the opposite sex requires parental approval beyond group or School-related messages.

- **Respect and Conduct:**

- The School prohibits harassment, bullying, or abuse (e.g., offensive comments, unwelcome touching) by any participant, per the Covenant for Sexual Responsibility and Minnesota anti-discrimination laws [Minn. Stat. § 363A](#). Report concerns to the Executive Director or a New Life Church pastor/board member.
- Dress modestly and comfortably for lessons and professionally for performances like the Showcase.
- On social media, represent the School positively, seek consent before posting photos/videos, and maintain respectful boundaries, exercising good moral and faith-based judgment in all content shared.

- **Lyrical Content and Materials:**

- Instructors and students are encouraged to select music and materials that promote positive, respectful messages, reflecting good moral and faith-based judgment. Songs with vulgar, explicit, or contrary-to-faith content should be avoided. In cases of uncertainty, consult the Executive Director for guidance.

- **Disciplinary Action:**

- Violations may lead to warnings, suspension, or dismissal from the program, prioritizing safety and respect, per the School's at-will employment policy and [Minn. Stat. § 181.933](#).

Lesson Details

- Registration: Register at newlifechurchmn.com/schoolofmusic, then create a MyMusicStaff account with a debit/credit card or bank link for autopay. The Executive Director assigns an instructor, and you select a weekly 30-minute slot from their availability. Contact the Director if no suitable times are available.
- Schedule: Lessons occur year-round, with potential summer adjustments communicated by the instructor. Notify the instructor of any schedule changes in advance.
- Holidays: No lessons on New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and the week between Christmas and New Year's Day, with updates provided.
- Weather: Closures follow Princeton ISD477; notifications occur via email and MyMusicStaff. No charges apply for School-cancelled lessons.
- Recital: The annual School of Music Recital is an optional opportunity to perform, encouraged for all students, with details from the instructor.

Lesson Logistics

- Tardiness: Arrive on time; late arrivals (up to 15 minutes) receive the remaining lesson time at the instructor's discretion, without extension due to scheduling constraints. Instructors aim to be punctual.
- Cancellations: Notify the instructor 24 hours in advance via MyMusicStaff or their preferred method to avoid charges. Instructors cancel without charge, notifying you directly.
- Makeups: Makeup lessons are not guaranteed but may be offered at the instructor's discretion and communicated directly.
- Termination: To end lessons, notify the instructor by the Friday before the next week. The School may terminate with 30 days' notice or immediately for safety/policy violations.

Financial Terms

- Rates: \$25 per 30-minute lesson reserves your time slot, covering instructor expertise, preparation, and a tailored, engaging experience guided by good moral and faith-based judgment. Rates may adjust with prior notice, per Minnesota law [Minn. Stat. § 181.032](#).
- Payments: Autopay withdraws funds on the 1st of each month for the prior month's lessons, based on the instructor's recorded attendance for payroll purposes. Non-payment within 30 days may pause lessons and forfeit the slot until settled. Credit/debit cards are the only accepted payment method and autopay is required for each student/family. To add a card and select autopayments, follow the instructions provided during registration on MyMusicStaff.com.

To add a card and select auto payments, follow the below instructions:



Click your name to view account options



Click **"Profile Settings"** from the drop-down menu



Click the **"Add Card"** button and enter your card details in the pop-up



To enable Auto Pay, select **"Automatically pay emailed invoices"**, then **"OK"**

Acknowledgment

We have received, read, and understand the NLC School of Music Parent/Student Agreement and agree to abide by its terms, including payment and conduct policies. We recognize instructors as W-2 employees of the School, with wages processed through the School's payroll system based on their recorded attendance.

Print Student Name: _____

Print Parent/Guardian Name (if under 18): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

Phone: _____

Student Signature:

_____ **Date:** ____ / ____ / ____

Signature Parent/Guardian (if under 18):

_____ **Date:** ____ / ____ / ____

For online registration, this agreement is acknowledged digitally via the registration form at newlifechurchmn.com/schoolofmusic.