

Reference

MUSIC

DEPARTMENT

GENERAL INFORMATION
AND
POLICIES

PALAMA
SETTLEMENT

The Palama Settlement Music Department offers studies in piano, voice, flute, strings and band instruments. In addition to these lesson-studies, graded classes in music appreciation are offered. Attendance is required in the music appreciation classes unless arrangement has been made with the office. ~~Folk dancing~~ ^{Chorus} is offered as an optional interest.

Registration

Registration for music lessons is open throughout the year. If there is a vacancy, your child may be accepted almost immediately. It is necessary to have your correct phone number and address on our registration forms. Please notify us promptly whenever your number or address changes.

Membership

Every student must take out a Palama membership card if he does not already have one. The membership card entitles your child to many other activities and facilities at the Settlement. You may secure more information by inquiring at our main office. The membership fees per year are:

Pre-school	\$1.25
1st-6th grades	1.25
7th-9th grades	2.25
10th-12th grades	3.75
Young adults (under 20)	5.00
Adults	6.25

A registration fee of \$2.00 for adults may be paid in lieu of a membership fee if the adult is not interested in any other activity at Palama.

Class Schedules

Classes and lessons are scheduled according

to the convenience of students whenever possible. Consult the Music Department secretary for any scheduling problems.

Billing Procedure & Fees

Bills for music lessons are sent out from the Settlement at the end of each calander month. The fee for group instruction for children is \$5.00 for 4 weeks or \$1.25 per lesson. This fee includes the music appreciation class and folk dancing class. Bills should be paid promptly. No credit can be passed for lessons missed other than as described below under "Credits". Whenever it is necessary for your child to miss a lesson, please notify the Music Department as soon as possible. The Music Department is open from 1 to 5 p.m. on weekdays and from 8 to 12 on Saturday mornings. Office and teaching hours are re-scheduled for school holidays and vacations.

2nd Instrument \$1.25 — X, 2 instruments or more

Credits & Make-up lessons

A "make-up" lesson may be arranged with the teacher for lessons missed. Since the teachers must be paid regardless of the fact that the student misses a lesson, all lessons scheduled are to be paid for until such time as the student asks to be dropped. Credit is applied to your account for lessons missed when a student is absent for 3 or more weeks due to an extended illness or when a lesson is cancelled because of a teacher's illness. You will not be charged for any lessons scheduled on the following holidays:

New Year's Eve & New Year's Day	
Washington's Birthday	
Memorial Day	Labor Day
Kamehameha Day	Thanksgiving Day
	Christmas Eve & Day

Staff Vacations

The staff of the Music Department usually take their annual vacations during the month of August. There will be no lessons for this period.

Scholarships

There is a fund available for part or full scholarships which are granted on the basis of economic need. If you are interested in scholarship aid, please contact the Music Department.

Adult Classes & Fees

Adult classes may be scheduled for morning or evening. Rates for these classes are:

<u>No. in class</u>	<u>Period</u>	<u>Fee</u>
4	1 hr.	1.00
3	1 hr.	1.50
2	1 hr.	2.00
1	$\frac{1}{2}$ hr.	2.00

Palama Band

Students interested in band instruments may register for the Palama Band which is sponsored by the Kiwanis Club. There is no fee for instruction. Instruments may be loaned out to students who are responsible and interested.

Recitals

Recitals are held about three times a year. Notices will be given out about a week before the recital. Parents and interested friends are urged to come.

Music Opp. Classes

also include vacation days when no classes