

WHEN REGISTERING A NEW STUDENT.....

If he is to ^{be} put on the waiting list the necessary information would be his name, school, language school hours, whether he has an instrument at home and his phone number.

parent?
too

When he is being accepted for enrollment, the regular registration card should be filled. He should also be asked to pay for his membership dues or if he is an adult the \$2.00 registration fee should be paid.

The time of the child's lesson, plus the hour and day of any other musical activity (such as Chorus, theory or band) should be written on a piece of paper for the child's reference. A copy of the music department policies should also be given.

After a child has purchased his membership card the number of the card should be recorded on his registration card.

A copy of the Music Department policy should be given to the parent, plus an early excuse if the child is scheduled for a lesson during school hours.

A "record-change" form should be filled out for a new student to be sent over to Beatrice - complete with student's name, address and father's name. It is best not to send this over until a student has had one lesson.

WHEN A CHILD DROPS FROM THE ROLLS.....

When a child has dropped from the rolls for reasons mentioned in policy, a "record-change form" should be filled in listing the date of drop as the last day of lesson. If any credit or refund is involved, this should be noted on the form. All credits or refund must be approved by John Kelly and Mr. Ehlers before it goes to the business office.