

**HOWE-MANNING ELEMENTARY SCHOOL
26 CENTRAL ST.
MIDDLETON, MA 01949
ADVANCED BAND PROGRAM
Tri-Town School Union Central Office
Howe-Manning School Instrumental Music Program
Attention: Nancy Dellea
28 Middleton Rd.
Boxford, MA 01921**

MEMORANDUM OF UNDERSTANDING

In order to assure that all parents clearly understand the policies and procedures of the Howe-Manning School Instrumental Program, we ask all parents to read the information below.

The Town of Middleton has established a revolving account for the Instrumental Music Program. The program is entirely supported by the fees and tuition payments. In an effort to keep a growing, successful program alive, we now request a formal commitment for participation and payment each school year. Lesson will not begin for your child(ren) until we have received your completed and signed enrollment form.

<u>Program:</u>	<u>One Installment</u>	<u>Two Installments</u>
<u>Beginning Band</u>	\$300.00 Due Sept. 1	\$150.00 Due Sept.1/Dec. 1
<u>Advanced Band</u>	\$400.00 Due Sept.1	\$200.00 Due Sept.1/Dec. 1
<u>Advanced Band Only (piano only)</u>	\$200.00 Due Sept. 1	\$100.00 Due Sept.1/Dec.1

Parents are responsible for the payment of tuition on time. No child will be allowed to participate in the program if tuition has not been paid. No bills will be sent out. There will be reminders to parents via email and/or REMIND regarding the December payment.

There is no reduction of fees for absences except in the case of extended illness of the child. Ms.Colby and Nancy Dellea should be notified as soon as possible if such a situation occurs.

There are no scholarships available at this time.

Ms. Colby and Nancy Dellea must be notified in writing before a child is withdrawn from the Band program.

The Howe-Manning School is pleased to have all instrumental music services provided by K+C Music sales@kandcmusicco.com Families may opt to rent from K+C on their own or via the web. An informational assembly and rental evening will be scheduled for September.

Beginning Band students will need to purchase a copy of the band lesson book, "**21st Century Band method book 1**" published by Alfred. We offer the rental program as a convenience for parents. You may also choose to procure an instrument on your own.

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