



**19 DUNOON ST
DONCASTER 3108
PHONE: 98558306
FAX: 98558306**

**EMAIL: admin@madonmusic.com.au
A.C.N. 090 445 3730**

Dear Mad on Music Parents,

WELCOME TO TERM 2!

We hope you and your family are well, and are looking forward to the holidays. We would also like to welcome all students starting the Mad On Music program in Term 2, 2017.

INVOICING

Invoices will be emailed to you 3 weeks before the start of every term. You should already have received an emailed invoice for Term. Your invoice also contains the password to the parent's corner.

Our Website (madonmusic.com.au) is now the focal point of MOM information. Please visit the parent's corner (**password protected page – password is on your emailed invoice**) on the website and refer to it for:

1. The Mad On Music lesson plan for the year
2. Information on Theory Test Day
3. Articles on music and the brain

Information regarding Mad On Music's promoters can be found on the homepage.


STUDENT'S PRACTICE!

Students are reminded to keep to a strict home practice schedule of 20 minutes per day. This will aid in regular advancement and being prepared for the MOM Concert in Term 3. Practice! Practice! Practice!

THANK YOU!

Many thanks to all the parents who have been keeping us up to date with school excursions and camps. This has greatly helped our teachers in arranging make-up lessons.

PREP/ONE'S

 to all the Prep and Grade 1 students who are commencing this term!!

WHEN DO THE LESSONS START FOR TERM 2?

Lessons commence the week starting Tuesday, 18 April and will be held on the same day as they were in Term 1. Your MOM teacher will make your lesson time known on this day. If there have been changes to the specialist timetable, the time of lesson may need to change.

This term is a 10-week MOM term.

 **ENROLMENTS** have now closed. Mad On Music **does not** take enrolments in Terms 3 & 4.

REMINDER

Just reminding all parents that MOM works on a 36-lesson calendar per year. Prep and Grade Ones are invoiced for 29 lessons as they start in Term 2. These lessons are dispersed through the appropriate terms according to how long each term is. Where possible, MOM reserves the last week of any given term as a SPARE WEEK. We do not charge you for this week, it is kept in reserve for makeup lessons given for curriculum days, public holidays, teacher absences or anything else that may arise. This allows MOM to have some flexibility to ensure all missed lessons are made up before the end of each term. To help better understand we have outlined the structure for the year:

TERM	School weeks	MOM weeks
Term 1	8	7
Term 2	11	10
Term 3	10	9
Term 4	11	10

REGARDING BOOKS & TIME OF LESSON

All existing students are reminded to bring relevant books to the first lesson and **EVERY LESSON thereafter**. When books are left at home this greatly affects the progress of your child. All new students will receive relevant books *at their 1st lesson*. If you have not finalised your account please do as asap, as MOM has purchased books on your behalf and needs to be reimbursed. All guitar students please bring your guitars to all lessons. Students must also come to lessons on time.

NB: MOM teachers cannot make up time for students coming late to their lessons.

STUDENT ABSENCES:

If a student is ill on the day of a lesson, Mad on Music is required to be advised, by email, of the student's absence before 9am on the day of the lesson, otherwise no opportunity to make up the missed lesson will be provided. Make up lessons once given will be documented on your child's Signature Chart.

DUE DATES FOR YOUR INVOICE

Unfortunately MOM has had to clamp down on late payers. **Please understand that for this reason your invoice must be finalised by the due date, or a \$15 late fee will apply.** If you cannot finalise your account by the due date please phone the MOM Office ASAP. Students may be discontinued if we cannot contact you. Constant chasing is costly for everyone.

CASH PAYMENTS THROUGH SCHOOL & TEACHERS

MOM does not accept cash payments via the school. Cash payments are only accepted in person at the Mad On Music office. (19 Dunoon St Doncaster)

CREDIT CARD PAYMENTS

MOM offer PAYPAL payment options. Contact the MOM office to arrange this.

SPECIAL DEALS

Termly specials are on the Website. Please refer to this if you would like to buy an instrument.

OFFICE HOURS/ EMAIL ADDRESS!!

Mad On Music office hours for 2017 are Monday - Thursday 9.00am-4.00pm.

OUR EMAIL ADDRESS IS: admin@madonmusic.com.au

DISCONTINUING

MOM goes to great lengths to give the best possible tuition and ensures we hire quality teaching staff to enrich your child's learning. To do this we must ensure the teachers a set timetable for the term. Like everyone, teachers need to budget and financially plan their term and they cannot do this if students discontinue after the cut off day. This makes for unhappy teachers, and good teachers leave to find positions elsewhere. Teachers need to be respected just as MOM respects your child's place in the program. Once the timetable has been set your position has been accounted for, and the teachers are paid in advance for the term according to the timetable. Therefore aiming to discontinue after the final cut off day below is not tenable.

If your child is discontinuing lessons, notification must be given **in writing** to the **MOM OFFICE (not the school office)** three (3) weeks before the start of the school term. If that is not received, your child will automatically be enrolled and payment will be expected by the due date. You **MUST** follow up your discontinuing letter by a phone call to make sure we have received your letter.

TO SAVE MONEY AND TIME, ALL STUDENTS ARE AUTOMATICALLY RE-ENROLLED AND PAYMENT EXPECTED BY THE INVOICE DATE, UNLESS PROMPT WRITTEN NOTIFICATION OF DISCONTINUING HAS BEEN RECEIVED

The final cut off Day for Discontinuing is:

Monday 31st March 2017

Many thanks to all the parents and students for supporting the Mad On Music Program.

Sincerely,
Ashley Smith, Lee Inglese Smith.
(Directors) 2017

