

## Performance and Exhibition Opportunities

Conservatory recitals are held throughout the year. Please check with the CCM office for the location of each recital. Music and drama students perform and art students exhibit upon the recommendation of their teacher. Parents, caregivers, relatives and friends are encouraged to attend. The Annual Talent Showcase is a special event sponsored by the Board of Directors. Participation is by invitation and teacher recommendation. Other community performance opportunities are available, if students are interested; please call the registrar for more information.

### Parking and Security

Parking is available; but please use caution in the parking areas as students may be exiting or entering vehicles. Parents of students are requested to instruct their children, particularly those 12 and under, to remain inside the facility while waiting to be picked up. All other students are required to wait for their rides either in the facility or on the walkway and not in the driveway. Parents and siblings are encouraged to wait in the lounge areas. Please keep these areas quiet, since lessons and classes are underway and noise carries easily in the building.

### Weather Concerns

The Conservatory reserves the right to cancel activities due to insufficient enrollment, severe weather conditions or any emergency involving the safety of students, faculty and staff. Information on whether or not CCM is open can be found on the office answering system.

## Friends of the Conservatory

*Friends of the Conservatory is a volunteer support group that furthers the mission of the Conservatory.*

*CCM is a non-profit organization with a small administrative staff. As such, we depend on volunteer support for help with clerical tasks, fund-raising, bulk mailings and committee membership. If you have a little time and would like to assist us, please call the office.*

*We need your financial help to continue with our mission to bring music, art, and drama to all.*

*Please send your contributions to:*  
**Community Conservatory of Music**  
**4459 W. Swamp Road**  
**Doylestown, PA 18902**

### Administrators

Chris Dwyer, Executive Director  
Brian Pearson, Program Director  
Mary-jo May, Development Director  
Rachael Gallagher, Registrar  
Maryanna Martin, Assistant Registrar  
Cindy Ruenes, Neighborhood Notes Manager  
Adrianna Linares, Elite Strings Artistic Director  
Michelle Cosgrove, Senior Tour Coordinator

### CCM Board of Directors

Barbara Donnelly – President  
Patrick McLaughlin – Vice President  
John Chapman – Co-Secretary  
Genevieve Querin – Co-Secretary

Rod Ammon  
John Chapman  
Joe Flynn, III, PhD  
Harriet Gratz  
Ronald J. Martin  
Rochelle Massarella  
Russ Weiss



# Community Conservatory's Policy Handbook

4459 W. Swamp Road  
Doylestown, PA 18902

**Main Office: 215-340-7979**

Office hours are:  
Monday thru Thursday: 9:00 am to 9:00 pm  
Friday: 9:00 am to 8:00 pm

**Fax: 215-340-6931**

**Teacher Voice Mail Line: 215-340-1045**  
*Ask your teacher for their extension number*

**[www.CommunityConservatory.org](http://www.CommunityConservatory.org)**

## Enrollment and Registration

The Academic Year consists of an 18-week Fall Term, an 18-week Spring Term, and a 6-week Summer Term for a total of 42 weekly individual lessons or classes. Registration is required for each term. Students may register for individual lessons or some group classes at any time during a term depending upon openings and class requirements. Tuition is pro-rated based on the number of weeks remaining. Lesson times are not automatically rolled-over and reserved for the following term. Students currently enrolled in the Fall and Spring Terms will be mailed an Advance Registration Form to reserve their lesson time for the following 18 week term. Enrollment is on a first-requested, first-served basis.

- Please consult the annual calendar for details and dates that we are closed.
- Your place in a class or individual lesson is reserved only when you have paid the full tuition.
- The only way to reserve your lesson time for a future term is to register in advance with payment.
- There is no advance registration for the Summer Term.

The Conservatory reserves the right to assign, transfer or dismiss any student. All transfer requests by student or teacher must be written in letter, note or email form. In the case of an extended faculty absence, for any reason, a qualified substitute will be assigned and lessons will continue.

## Tuition Discounts

Certain tuition discounts are given when more than one family member is enrolled or when a student is taking more than one lesson or class. Our policy is to calculate the percentage

discount based upon the lowest of the tuition for the lessons or classes in question.

## Terms of Payment

Group class or individual lesson tuition for the entire term is due before the start of the first lesson, except advanced registration, then payment will be due on a specified date. A notice will be sent to the teacher to withhold lessons if tuition has not been paid before the scheduled lesson day and time. The Conservatory accepts checks, money orders, cash and VISA, Discover or MasterCard. Late payments are subject to a \$20 late fee.

## Tuition Refund Policy

A full tuition refund is possible with notification up to seven days prior to the start date of individual lessons or group classes. Refund requests after that date are reviewed on an individual basis and are granted only for exceptional circumstances. All Refund Requests must be written in letter, note or email form. The decision to credit or refund is within the discretion of the Executive Director. All fees are non-refundable and non-transferable.

## Tuition Assistance Grants

The Conservatory offers Tuition Assistance Grants to students with a financial need. A Financial Aid Application must be submitted for consideration. Grants are based on adjusted gross income. The Conservatory relies on donations and grants in order to offer these scholarships.

## Absences and Make-Up Lessons

### Group Classes

The makeup policy for Group Classes is for teacher absences only. Student absences will not be made up.

## Individual Lesson

The policies for Individuals are as follows:

In the event of a student absence, please notify your teacher at least 24 hours in advance, if possible. Please leave a message on the teacher's voicemail by calling 215-340-1045, and entering the teacher's voicemail box number, a directory (press option 8 on the menu) is available by the teacher's first name if needed. State your students name, lesson day and time and the reason for your absence. Prior notification does not exempt students from payment for all lessons missed, whether it's an excused absence or unexcused absence. CCM policy allows one excused absence per term. Examples of excused absences include illness, death in the family, severe transportation problems, and religious or school obligations. Excused absences are made up at a mutually agreeable time that will be scheduled by your teacher. Any other absences beyond the one allowed by CCM policy, be sure to check with your teacher as he or she may have a personal make-up policy. Students and parents are encouraged to discuss make-up policies with their teacher. Unexcused absences will not be made up. Teacher absences and school closings will be made up at a mutually agreeable time.

## Extended Absences

In the event of an extended absence due to illness or an extenuating circumstance, a student may be placed on temporary cancellation based on the sole discretion of the Executive Director. A student placed on temporary cancellation will not be guaranteed their scheduled lesson time upon return. A written request is required and all decisions will be based upon the date received.