



MUSICAL EXPRESSIONS

10503 Redosier Ct. Bethesda, MD 20814 Phone (301) 530-7757 Fax (301) 530-6203

August 8, 2016

Dear Parents and Students:

September is not far off, and it is time to begin scheduling music lessons for the fall. Please review the following information to help with the registration process:

1. **Student policies** – There has been a slight increase in fees, but Musical Expressions continues to be one of the most affordable music schools, which provide **high quality** music lessons in the area.

Please review the enclosed Student Policies carefully before signing the Registration Form.

Student registration form

- a. Since most of our teachers' schedules will be very tight, please give us as many options as possible. **If you only provide a small window of availability, we may not be able to schedule your lesson time with your teacher.**
- b. A schedule of your teacher's availability is also enclosed. If your teacher's schedule is not compatible with yours, please contact me as soon as possible so we can discuss alternatives.

We must receive your Student registration form in our office by August 26th. Scheduling for returning students begins August 27th, so please return your registration form promptly. **If your form is not received on time and you have not notified me in advance, your spot may be given away to a student on the waiting list.** Some teachers may schedule lesson times directly with you, but please remember that **lesson times are unofficial until we receive your signed form.**

In addition, all outstanding balances must be paid in full by August 30th for your schedule to be official.

Your teacher will notify you of your lesson time the week of August 29th. **The fall schedule, will go into effect beginning Tuesday, September 6th.**

If you have any questions, please do not hesitate to contact me at (301) 530-7757 or e-mail me at Jutaka@verizon.net.

Sincerely,
Dr. Junko Takahashi