

# Emusic Studios policies + procedures

By enrolling in an Emusic Studios class, you agree to adhere to the following policies. For more information, email [info@emusicstudios](mailto:info@emusicstudios).

## **covid-19 response | opening in-person classes**

LAST UPDATE: 5/24/2021

Your well-being and ours is important to us. Therefore, in response to COVID-19 we are working diligently to enhance your learning experience by instituting the following measures:

### **personal protective equipment**

All instructors and students who are not fully vaccinated need to wear a mask or other face covering. Instructors and students who are fully vaccinated, can choose whether to wear a mask or not wear a mask.

### **enhanced cleaning protocol**

We use disinfecting cleansers and wipe down high-touch surfaces between each class, including piano keys, computer services, table and counter tops, chairs, light switches, and cabinet/door handles. We disinfect all communally available accessories and materials used during class. Both hand sanitizer and soap are available for student use.

### **additional measures**

We have eliminated the need for students/parent-guardian of students to handle and/or exchange paper with instructors or administration, including student sign-in sheets, parent check-out sheets, and paper evaluations.

A no-touch hand sanitizing station is available upon entrance of Emusic Studios where classrooms are located. Additional hand sanitizer pumps are in each classroom for student and instructor use. Doors to each classroom and studios will be propped open to eliminate touching door handles.

We have reduced class sizes to 8 in order to institute 6 feet of social distancing between students. For children's classes and camps, class limit is 12 students to allow for 3 feet of social distancing according to CDC recommendations (as of 3/22/2021).

Parents/guardians need to remain in the classroom/waiting area for the duration of their child's class (one family member at a time). We request that family/guardians practice social distancing while waiting for their child's class to end.

## **class cancellation due to inclement weather**

In the event of inclement weather, a class may be cancelled.

Notification of a cancellation is sent as soon as possible by Emusic Studios. Make-up video class will be scheduled no less than seven days after cancellation. If no make-up day is scheduled, a portion of the class tuition fee may be refunded

## **refunds, credits, and cancellation/withdrawal policy**

If we do not meet minimum registration, class will be cancelled and students will be given a full refund. If registration occurred through our website, refunds will be issued through Square minus a small Square administration fee. Otherwise, a check will be mailed to you in approximately two weeks.

If a student has to withdraw from a class five or more working days before the class is scheduled to begin, a refund will be issued minus an EMS \$20 administrative fee. If a

student withdraws from a class five working days or less before a class is scheduled to begin, the class fee will not be refunded.

## **medical release**

I hereby hold Emusic Studios, The Northside Church and their agents and employees harmless for injury, accident, or loss of property that may occur during any Emusic Studios or The Northside Church event, activity wherever conducted, except damages resulting directly from negligence on the part of Emusic Studios, The Northside Church or their agents or employees.

In the event of an accident or illness involving my child or myself, I hereby authorize Emusic Studios to arrange for transportation of my child or myself, whether by ambulance or otherwise to a proper facility where emergency medical treatment would normally be administered, including but not limited to an emergency room of a hospital, a doctor's office, or medical clinic; and sign releases as may be required in order to obtain any medical or surgical treatment as is immediately required in the judgement of medical authorities at the facility

## **permission to photograph**

I grant Emusic Studios and The Northside Church, their representatives, and employees the right to take photographs or video of my child or myself and/or my property in connection with the class in which my child or myself is enrolled. I authorize Emusic Studios, its assigns and transferees to copyright, use, and publish the same in print and/or electronically. I agree that Emusic Studios may use such photographs or video of my child or myself with or without my name for any lawful purpose, including such purposes as publicity, advertising, social media and web content. I also acknowledge that my personal information, including but not limited to my name, mailing address, and email address, will not be sold or shared by Emusic Studios or The Northside Church, or their representatives, or employees.

