
University of Wisconsin-Madison School of Music
Community Music Lessons Program :: Lesson Provider (LP) Policies
music.wisc.edu/CML

General responsibilities

Reserve a practice room in advance and begin lessons on time (see practice room rules at bottom). Maintain contact and active communication with students and parents. Return ALL phone calls and e-mails from students and/or parents. Failure to meet these responsibilities will result in the reassignment of the student at the discretion of the CML coordinator.

Rescheduling

Reschedule lessons promptly. If you need to cancel due to illness or an emergency, it is your responsibility to inform the student of cancellation and schedule a make-up lesson promptly. Students who miss lessons should contact you in advance. Rescheduled lessons may be arranged at your discretion.

Time reporting & payroll

- Time is reported through the Kronos Workforce System online at <https://mytime.wisc.edu/wfc/portal> or via the link at <http://music.wisc.edu/CML>
- Missed or late time reports not processed through Kronos must be completed by hand on a paper timesheet. See the CML coordinator for assistance.
- E-mail the CML coordinator (CML@music.wisc.edu) a bi-weekly list of dates, times, and names of students corresponding to lessons paid in each pay period. This list is due at 10 a.m. on the Mondays that Kronos reports are submitted.

Kronos time reports MUST be submitted no later than 10 a.m. the Monday after each two-week pay period to guarantee YOUR timely payroll direct deposit. These dates are posted online at <http://music.wisc.edu/CML>. It is EXREMELY important that hours are reported in a timely manner. Lesson providers who abide by this policy will be given priority when student assignments are made.

Do not accept tuition checks or cash from students or parents. Inform them to deliver tuition directly to the School of Music main office, 3561 Humanities, or mail checks payable to "UW School of Music" to:

Community Music Lessons
3561 Mosse Humanities Bldg.
455 N. Park Street
Madison, WI 53706

Practice room policies

Please see the Facilities Manager (uwmusfacilities@music.wisc.edu, 263-1893) for practice room and locker rental rates, or visit <http://music.wisc.edu/facilities>. Lesson providers who only use practice rooms for delivering CML program-related lessons do not have to pay practice room fees (pending Facilities Manager approval). CML-related lessons can be scheduled during normal practice room hours; however, lessons from 11 a.m. to 3 p.m. Monday through Friday are highly discouraged. Lessons that fall on days when the key desk is closed may be rescheduled.

IMPORTANT

TEACHING PRIVATELY WITHIN THE FACILITIES OF THE SCHOOL OF MUSIC YET OUTSIDE THE COMMUNITY MUSIC LESSONS PROGRAM IS AGAINST UNIVERSITY POLICY and is not covered by Risk Management. Should something happen to a student or parent in connection with unauthorized use of UW facilities, UW is not responsible and YOU may be liable.

- The CML program represents the School of Music and its faculty. It allows us to demonstrate that there is "learning about teaching" going on in addition to the lessons themselves. We have a responsibility to ensure that the consumer is receiving quality instruction. Ask questions and take advantage of the resources available to you.
- It may not always be possible to complete every lesson for which each student has paid. However, we encourage LPs to finish all of the lessons that students have requested. Repeated patterns of unfinished lessons that are a result of LP cancellation reflect poorly on the program and the School, and thus may require reconsideration for participation as a Lesson Provider.
- Lesson Providers are required to pass a background check in order to participate in the program.
- If you have questions or concerns about use of the facilities, please contact the Facilities Manager, in 1530 Humanities (uwmusfacilities@music.wisc.edu, 263-1893). If you have questions or concerns about the Community Music Lessons program, contact the coordinator (CML@music.wisc.edu, 263-1923). You may also contact Assistant Director Keith Hampton (assistantdirector@music.wisc.edu, 263-4018).

I have read, understand, and will follow these CML policies, and realize that my failure to uphold them may result in dismissal from the program.

Signature _____

Date _____