

January 2, 2013

Dear CMS Families,

We'd like to take this opportunity to give you some further information to orient you to the new CMS home.

Attached you will find a PDF of the directory that will be located near the main entrance of the building. We hope you find this useful as you prepare to attend lessons/programs in our new space. Below are some specifics that should help with the transition.

PARKING

Tokens for parking meters will be issued to registered CMS families at the start of each semester. Parking will be included in tuition, and the number of tokens allocated to each family will be based upon the number of hours they will be in the building for their classes/lessons.

CMS families that work for MSU and drive a vehicle that has a current MSU parking pass valid for faculty/staff spaces will be able to park in spaces reserved for faculty/staff without any additional permits or tokens.

The meters are designed to take tokens and not coins so that we can ensure that only CMS families, students, faculty, staff and guests are able to park in the lot. Each token is good for 2 hours. Multiple tokens may be fed into the meter at one time to allow for parking beyond 2 hours.

Tokens are available for pick up from the main office, room 102. If you have already received tokens for January, we will issue tokens for the remainder of Spring semester.

If you arrive at CMS for your lesson/program without the parking tokens, you will need to purchase a replacement token from the main office for that day's parking. Tokens are \$0.90 each.

PARKING FOR SPECIAL EVENTS

For prearranged special events held at CMS on weekends, the parking restriction will be lifted so that parking will be free. This will include, but not be limited to, events such as the Fall and Spring Open Houses, workshops, recitals, and master classes.

BUILDING ACCESS

There will be one main access point for entry into the building. We ask that CMS students, families and guests use the entrance that is located right by the main parking lot, and just behind the two banners. CMS students will have access to the building for lessons/programs during the hours listed below.

BUILDING HOURS

Monday - Thursday 8:00am-9:00pm

Friday – 8:00am-8:00pm

Saturday - 9:00am-4:00pm

Sundays as needed for event

The main entrance will be monitored by staff members in the main office during all building hours.

OFFICE HOURS

The CMS Main Office will be located in room #102 and will have the following office hours:

Monday-Friday 8:00am-5:00pm

SIGN-IN/SIGN-OUT

We will continue to enforce the Drop-Off/Pick-Up policy that was begun this fall. Each student age 10 and under must be escorted to his/her classroom by a parent, legal guardian or other adult over 18 who has been listed on the student's information card. Adults are asked to please make sure the instructor taking attendance knows the student(s) is present. Please do not simply drop students age 10 and under off in the parking lot or lobby but take them all the way to their classroom.

At the end of the class/rehearsal/lesson, students are to be picked up from the classroom/studio and must notify the instructor in charge of their departure. A student will only be released to his/her parent, legal guardian, or other adult listed on the student's information card. Information cards are available in the main office or from your instructor. Individuals (other than parents or legal guardians) must be 18 years of age or older in order to be designated on the student information card as having drop-off/pick-up privileges. All changes to the student information card must be made in writing by a student's parent or legal guardian and provided to the CMS office. If you have several children with you, please remember that once the children have been dismissed, you are responsible for supervising them.

Please pick your student up on time and no later than 5 minutes after the end of the session. There will be a \$5 fine charged to those that are between 5 and 15 minutes late in picking students up. A \$20 fine will be charged to families picking up a student more than 20 minutes late. This policy is in effect even if you notify the CMS office that you expect to be late picking up your student. This fee is to be paid when the student is picked up or it will be charged to your account.

WIRELESS ACCESS

Wireless will be available in the building beginning in January. Guest users without a MSU NetID should join the Wireless Network (SSID) MSUnet Guest, MSUnet Guest 2.0, or MSUnet Guest 3.0. Once the device is connected to the guest wireless, your browser or device will ask that you comply with the MSU regulations for using the MSU guest portal.

If you have an MSU NetID and password, you must register your computer or wireless device to use it on the network at MSU. The first time you use the wireless in the new CMS, you should go to <https://dhcp.msu.edu> to login and register your device.

CAFE

The Café is located in the center of the building. There, you will find comfortable seating, free wireless, and area for hanging coats. We ask that eating and drinking be limited to the Café only. There will no food or drink allowed in classrooms, teaching studios or the Performance Hall. Vending machines are also available.

CELL PHONE USE

We ask that cell phone use be limited to the Café only. Please refrain from using cell phones in the hallways near studios and classrooms so that a quiet learning environment can be maintained

The new CMS will open for classes and lessons on Jan. 7, 2013. Students and their families are invited to tour the new CMS on Jan. 3, 2013, 5-7 p.m., during a special Student Open House.