

The utmost freedom and frankness in correspondence is accorded to and urged upon our patrons, the mutual faith of school and patron being necessary to the highest success.

A strong teacher-tutor is provided at moderate cost for students who, for physical or other reasons, need coaching to enable them to overtake, or keep pace with, the members of their classes.

All students are entered for the unexpired part of the school year and are charged accordingly except during the first four weeks of the year, when no reduction is allowed for delayed entrance.

Close parental co-operation is hereby besought to discourage frequent and unnecessary dropping of studies and changes of teachers and recitations, habits most injurious to education and character.

Ward-Belmont is not prepared to be of service to students who, on account of ill health, do not expect to do a reasonable amount of work, or, because of disinclination, are unchangeably resolved not to work.

Besides the regular infirmary over which a trained nurse constantly presides, we have a fully equipped isolated cottage retreat under professional auspices, for any possible case of communicable disease.

Each Music student must attend the classes in Theory or Harmony and Ear Training, or in Pedagogy, the branches to be decided upon by her music teacher in conjunction with the director and the instructor conducting the above mentioned classes.

All permissions of parents or guardians should be written and addressed to the management, and are subject to the approval of the management. Even during the visits of parents the fact should be borne in mind that pupils are still under the regular order of Ward-Belmont.

Special Music, Art, or Expression students residing in Ward-Belmont are expected to meet the minimum requirement of sixteen recitation periods a week or its equivalent of seven hours daily work, including at least one literary subject.

Ward-Belmont can loan no money to students, our experience being that thereby extravagance would be encouraged. Drafts made by students on their homes are honored by us only upon the written request from parents or guardians. No accounts should be opened in the city.

Boarding students are under school regulations from the moment of their arrival in Nashville until their departure and parents should not, without conferring with the school, grant social or other permissions in the city before the student enters or after she leaves school.

It is always a pleasure to receive as visitors in our guest rooms any of our feminine patrons, but for the evident reason that the number of such visitors during the year is necessarily large, and because protracted visits hinder study individual visits in the school cannot be expected to extend beyond two days at a time.

Trained dietitians devote their entire time to supplying our table with just the abundance and variety of wholesome food which experience proves to be necessary and adequate. Supplementary boxes of provisions from home are therefore never needed, and are usually injurious.

The school bank, with its system of pass books, deposit slips, checks and monthly balance reports, not only cares for the spending money of students, but teaches them how to keep a bank account, draw checks, and conduct their own financial affairs. We are responsible for no funds or valuables not deposited in our vaults.

Only one holiday is allowed at Thanksgiving, and as it is appropriately observed students should not be expected to go home or to visit in the city that day. The Christmas holiday season extends for

a fortnight, and it is of the greatest importance that students stay to the last roll-call and return on time, a reward of merit, the "Christmas Roll of Honor," being given for such faithfulness. Other single holidays are given as surprises and at rare intervals, as the health or weal of the student body may require.

Parents and guardians are requested to co-operate with the school in securing good attendance. Our school year is not trying in length, and it is broken by a liberal holiday at Christmas time. Students should be on hand the opening day of school and at roll-call after the Christmas holidays, and should remain for the last roll-call before Christmas and until the student body has been dismissed after commencement. Much educational value attaches to the commencement season, and no student should miss any part of it.