

Summer Studio Policy (June – August)

1. Tuition is due in full at the beginning of each month

- ♪ During the summer, parents register students for lessons based on their individual schedules, however, studio time is still considered equal to class time, thus payment is treated as a monthly tuition.
- ♪ Like school, if the child is absent for any reason, the class time is not made up, but the class work has to be made up. In regard to lessons, there will be no make-up lessons. However, the objectives that the student was required to meet the previous week should be reinforced continuously for the following week.
- ♪ Refunds will only be made for **excused absences**. Refunds are not given for lessons casually missed. Out of town guest, picnics, church socials, etc, are NOT valid reasons for an excused absence. *Illness, death in the family, or other extenuating circumstances will be the only excused absences accepted. A 24-hour notice must be given for excused absences.* Certain exceptions can be considered at my discretion
- ♪ When a student has an excused absence with 24-hour notice, a credit will be applied towards the next month's tuition. Refunds will not be given for last minute cancellations!
- ♪ If tuition is not received at the beginning of the first lesson of the month, there, may \$10.00 late fee that will be added to your invoice.
- ♪ This payment method helps us all to budget easier and keep track of payments.
- ♪ It requires me the teacher to meet all lessons on time and at their scheduled time.
- ♪ It discourages last minute and frequent cancellations by the student.
- ♪ It maintains a healthy and consistent learning environment by minimizing absences.
- ♪ Requires a commitment from the student and the parent.
- ♪ Although there is more flexibility in how often students decide to have lessons in the summer, there is very little flexibility in the lessons for which the student has committed to once they have registered. Therefore it is strongly recommended that parents give careful consideration to the dates they register for summer lessons.

2. I, the teacher, am required to make up any lesson that I had to cancel due to an unexpected emergency, a performance, or a recording session.

- ♪ I usually make all appointments on time unless there is an unforeseen circumstance. I consider my job teaching your children to be very important and make every attempt to keep from canceling.
- ♪ I am a performing musician, and a mother with children who are active and sometimes have unavoidable school events/conferences that sometimes conflict with lessons. Therefore, there will be times where I may need to cancel a lesson. If I know ahead of time of conflict, that will be mentioned at the beginning of the month when payment for that month's lessons are due.
- ♪ I will not make a habit of canceling or rescheduling lessons.
- ♪ If I have to cancel a lesson, I will attempt to offer a make-up lesson. If the student cannot attend the make-up lessons, or if I cannot reschedule the lesson, the parent will receive a full refund for that lesson in the form of a credit towards the next month's tuition.

Student and Parent Responsibilities

- ♪ The instrument should be maintained in good repair at all times!
- ♪ Plan to arrive a few minutes before your lesson. Like any profession where scheduling is back-to-back, I may run a few minutes late from time to time, but I will make every effort to keep promptly on time as a courtesy to all students. *If a student is late by 15 minutes or more, their lesson may be shortened by that amount of time. Students who are late cannot be guaranteed a full lesson.*
- ♪ When you arrive, park in the driveway or in front of mailbox 207 (whichever is available). Do not block others in unless someone will stay in the vehicle to move it. *When you arrive, please remove your shoes and leave them on the rugs*, then wait in the foyer area until your lesson. If the door is open, there is no need to ring the doorbell. All children are expected to wash their hands and use the restroom before their lesson.
- ♪ Parents!!! PLEASE do NOT wait until your child's lesson is over to bring up a point of discussion. This can be highly frustrating to the student following you! Either discuss your thoughts at the beginning of each lesson, or contact me later either by phone or email. This is especially important if there are students waiting for their lesson.
- ♪ Immediately, prior to the child's lesson time, go to the bathroom. Upon entering the studio, lower your voices to a whisper. Quietly take your instrument out of its case, and quietly observe the lesson being taught. Do all these little jobs before your lesson begins.
- ♪ Siblings are welcome to come to lessons, but they are not to be let loose in the studio! They must sit or play quietly without distracting. You should consider bringing something for them to do such as coloring or playing with a quiet toy.

The following list contains a summary of additional Student/Parent Responsibilities.

1. Student Responsibilities:

- a. Cooperate during practice and lessons.
- b. Wash hands, trim nails, get a drink, and go to the bathroom before daily practice and before each lesson.
- c. Treat parents and teachers with respect.
- d. Listen to the recordings daily.

2. Parent Responsibilities:

- a. Pay promptly and in full for all lessons.
- b. Attend all scheduled classes
- c. Maintain the instrument in good condition at all times
- d. Do not interfere with the lessons, but take notes or record each lesson as directed by the teacher.
- e. Organize home practice and set daily time aside for that purpose.
- f. Follow through on all assignments given by the teacher, including practicing, overseeing specific assignments with the student, etc.
- g. Play the recording daily.
- h. Do not try to instruct or teach a new concept. You are the teacher's assistant.