

Private Lesson Policies 2021-2022

**ATTENDANCE-MISSED LESSONS-MAKE-UP LESSONS
DURING THE SCHOOL CALENDAR**

Piano studio calendar is based on the school district that the student belongs. (August-June, Sept-June, etc.)

These policies apply to ALL STUDENTS, with no exceptions. In order for the studio to run smoothly, very strict ADHERENCE to these policies and FULL COOPERATION and COMMITMENT from both parents and students are expected. I reserve the right to dismiss students from the studio for non-compliance.

Makeup lessons are offered ONLY for the following reasons: if a student is ill, there is a family emergency, or if the lesson time falls on a school-related activity. A 24-hour advance cancellation notice must be given to avail of a make-up lesson related to these conditions. Due consideration is given only if a student is ill.

_____ **STUDIO ILLNESS & EMERGENCY POLICY.** When a 24-hour cancellation has been received and illness or unusual circumstance (emergency) is the cause, a makeup will be scheduled within 30 days at the teacher's discretion, workload and availability.

_____ **LAST MINUTE CANCELLATIONS OR "NO SHOWS":** Parents will be charged for the missed lessons with no make-up. For cancellations without advanced notice and prior approval, no makeup private lessons of any kind will be given. NO exceptions.

PERSONAL CONFLICTS/SPORTS/ETC. DURING A SCHEDULED PRIVATE LESSON:

Changes in schedules are a part of life. However, they can become all-consuming for me as I am asked constantly to switch lessons by parents. Please bear in mind that apart from teaching full time, I also lead my own private life. I value my time the same way as you value yours. Prepayment of lessons mean that you have purchased my time and you are guaranteed service on those times.

_____ If a student has a personal conflict on a lesson day that could not be avoided, parents should first contact me to see if I have any openings. If there are no openings, **parents should personally contact other students' parents with the same lesson length to TRADE lesson times in advance.** Parent and student contact email addresses and phone numbers and the private lesson schedule are available upon request. I will no longer contact parents on your behalf.

I have read and understand the above policies.

Printed Name _____

Signature _____ Date _____

_____ If you do not **TRADE LESSONS** with another student, there are **NO MAKEUPS FOR MISSED PRIVATE LESSONS DUE TO PERSONAL CONFLICT, SPORTS** (gymnastics, swim team, basketball, lacrosse, football, baseball, soccer, etc.), **CULTURAL ACTIVITIES, BIRTHDAYS and BIRTHDAY PARTIES, CHURCH ACTIVITIES, BOY/GIRL SCOUTS ACTIVITIES, THEATER REHEARSALS, INCIDENTAL FAMILY VACATIONS** etc., etc.

IS THERE AN ACCEPTABLE EXCUSE FOR MISSING A PRIVATE LESSON?

NONE. "I didn't have time to practice" is not an acceptable excuse. You can still learn on your lesson time and day even if you were not able to practice.

Forgetfulness: If you forget to come to your lesson more than once, you will be dismissed from the studio.

_____ Cancellations and rescheduling a lesson must be communicated by email and/or text messaging. Cancellations/rescheduling done verbally are not accepted. *Documentation is key.*

_____ ***If a makeup lesson is missed, no other will be offered and no refund/credit will be given.***

_____ **Payment for missed lessons cannot be credited to succeeding lessons.**

_____ **GROUP LESSONS** will be given once every 1-2 months depending on the teacher's availability. Students who missed lessons who were not able to avail of a makeup are expected to come and learn. Lesson dates and times will be announced 2 weeks ahead.

WHAT IF THE TEACHER CANCELS?

The teacher will arrange a makeup lesson within 30 days at a mutually agreed date and time.

STUDIO WITHDRAWAL/TERMINATION POLICY

_____ **Lessons can be terminated at will EITHER by the teacher or student at ANY TIME.** Teacher reasons include but not limited to the following: utter disregard of authority, not practicing or insufficient practice, frequent tardiness, frequent absenteeism and cancellations, obvious lack of concern, verbally abusive to other students.

_____ If lessons are terminated before the end of the month, no refund will be given.

_____ **VACATION POLICY:** For students who are absent for an extended period of time of more than 2 weeks during the year, the teacher reserves the right to offer the time slot to another student. This means that the slot may not be available for the student when the student returns.

I have read and understand the above policies.

Printed Name _____

Signature _____ Date _____

In order to guarantee a particular time slot, full lesson fees must be paid to reserve the slot.

_____ **SUMMER SCHEDULE POLICY.** Those who continue lessons during the summer have priority in picking schedule days and times in the fall semester. Summer classes are only offered during weekdays. Parents and students must make arrangement with teacher for agreeable times and days.

_____ **PRACTICE ROUTINE:** It is important that daily practice time is maintained, which must be goal and quality-oriented, focused, and student-motivated.

_____ **STUDY MATERIALS:** Music books, supplies, sheet music can be bought at local music stores or online. Borrowed materials from the studio are expected to be returned in their original condition by the due date.

_____ **INSTRUMENT REQUIREMENT:** An 88-key touch-responsive keyboard is the minimum requirement. A home-based upright or grand piano which is tuned at least once a year by a reputable tuner is preferred.

I have read and understand the above policies.

Printed Name _____

Signature _____ Date _____