

# Fall 2023 Studio Policies

## Schedule

Your invoice lists all of the lessons for this semester, and you are reserving a weekly time. We will not have lessons on Thanksgiving or during Spring Break, and I am willing to work with students if unforeseen circumstances require rescheduling as per the policies below, but consistently missing and rescheduling lessons may lose your guaranteed spot in the studio for the next semester.

## Payment

**Please note that you are reserving this time every week and agreeing to pay for all lessons listed on this invoice.** Lessons will be billed monthly at the beginning of each month and *will not be lowered nor refunded for missed lessons*. Payment should be remitted at the first lesson each month as shown in the invoice and will total the cost of the number of lessons to be taken during the month. I accept cash, check, zelle, or venmo.

## Cancellations and Rescheduling

Please give at least twenty-four hours' notice for cancellations. These will be rescheduled as my schedule permits. I appreciate as advance of a notice that you can give.

Lessons cancelled without twenty-four hours' notice, no-shows, and tardiness by the student **will not be rescheduled nor refunded**. If students are sick or if there is adverse weather, please let me know ASAP.

I will do everything I can to make-up eligible missed lessons within the semester, but I cannot guarantee that I will always have a time available that works with yours. Students will forfeit any make-up lessons that is not rescheduled by the beginning of the next semester. Please note that make-up lessons for in-person students may have to be done online.

If I have to cancel a lesson or am late for any reason, the missed time will be rescheduled, no matter what. Adverse weather conditions may shift in-person lessons to online for that day.

## Time and Attendance

Lessons will be either thirty minutes, forty-five minutes or one hour in length - please make sure that you are on time. For younger students, parents will be asked to attend and observe the lessons to help the student practice at home. Please note that all parents are welcome to observe at any time for their child!

## Practice

If there is a lack of progress, there is probably a lack of practice! A student's progress is determined by dedicated and consistent practice, not by just attending lessons. It is better to practice for shorter amounts every day, rather than a long session once or twice a week. Students are expected to practice at least 5 days a week. **Parental support** is an extremely important factor for children, but especially for younger beginners. A quiet environment where the student can focus on their practice every day will be ideal. Please discuss with me to make sure you have an instrument that is sufficient for the student.

## Materials

All students should have a suitable instrument at home for practice. Please check with me to see if the instrument you have is suitable.

Please make sure that all students are prepared with a notebook for me to write each week's material to practice. (Online students will be given a google doc link.) Students should have a metronome available to aid their practicing.

We will discuss what books are relevant to purchase for the student's current needs and playing level, and some students may be asked to do some free online exercises to aid their learning. Please let me know if you are not comfortable with your child doing online exercises, and we can discuss other options.

## Recital

We will have a recital at the end of the semester that all students will perform in. A note will be sent out soon with more details, so please keep your eyes out for it!