

Updated policy to begin on May 1, 2023.

*Thank you for considering me as a private music instructor for either you or your child. It is my privilege and pleasure to be your instructor and help you to meet your musical goals and help you through any challenges your learning experience may entail.*

*I have a deep passion for music and especially for teaching music. My goal as your music teacher is to help you to enhance and/or to further develop your love for music, as well as help you to build or improve your musical skills.*

***I Promise:***

- *To treat all my students with patience, kindness, respect, and dignity.*
- *To understand that all students are unique and have different goals and learning styles.*
- *To teach all of my students to the very best of my abilities.*
- *To be on time.*

*I do appreciate your gracious cooperation and your time to read, understand and comply with my teaching policy. Please read it thoroughly and feel free to ask any questions if you are unclear on anything in it.*

**Tuition for Lessons:** Your tuition each month is the equivalent of \$25.00 per half hour and is paid on a monthly basis at the beginning of each month. Tuition pays for a designated, reserved lesson time on my schedule each week. This includes months with spring break, Christmas break and summer months.

**Check, Cash, Zelle, and Venmo, are accepted. (1.9 % plus .10 service charge for Venmo)**

- 4 half hour lessons per month: \$100
- 5 half hour lessons month: \$125
- 4 one hour lessons per month: \$200
- 5 one hour lessons per month: \$250

## **Definitions:**

**Alternate Lesson Time or Makeup Lesson:** This is a lesson that is rescheduled for a different time or day than your regularly scheduled lesson time. It must be arranged at least 24 hours in advance of your regularly scheduled lesson time.

**Credited Lesson:** A credit ahead toward the next month's payment. Only one credited lesson is allowed per month and only two per year. Please see ***Extended Leave from Lessons*** section for additional options.

**Forfeited Lesson:** A paid-for lesson with no credit or alternate lesson time available.

## **Policies on missing lessons:**

If you cannot make your regular lesson time, I will try to work with you to find an alternate lesson time during that week. However, if I have a full schedule of students it is not always feasible for me to work in another lesson time on top of an already full schedule. During the school year, it is next to impossible to find alternate lesson times. If I do not have an alternate time that works for you, and a lesson cannot be rescheduled within the same month as the canceled lesson, it will be considered a forfeited lesson, unless in extreme circumstances. **Alternate lesson times will only be arranged once a month per student and require a minimum of 24-hour notice.**

**No shows and lessons cancelled with less than a 24-hour notice** will result in a forfeiture of your lesson time and no reimbursement will be made for that time. Extreme circumstances will be taken into consideration.

**If personal illness** causes you to cancel your lesson and you cannot schedule an alternate lesson time, I will credit that lesson to the following month's tuition. **This will count toward the 2 per year credit limit.**

**Bad Weather Policy:** The weather is beyond my control. Any cancellations due to bad weather will not be credited or made up. Those who feel it is too dangerous to come in, should not come in. (Please always follow your instincts). For those who feel the weather has improved enough to make it in, I will be in to teach. If you choose, I can set up an on-line lesson with you during your normal lesson time, if you decide not to come in due to bad weather.

**Holiday Weeks, Spring Break and Summer Vacation** - (This includes Christmas Eve day, New Year's Eve day, and Halloween). Credited lessons and alternate lesson times are not available for lessons missed during these times. The reason for this is the majority of my students usually take off a week or two during the winter, fall, and summer holidays, and for spring break. To reschedule a week's worth of alternate lesson times, or even a days' worth, would be very difficult if not impossible. To credit multiple students at one time for missed lessons would be financially impossible for me. Please understand that I pay for your spot whether you attend your lesson or not, so it is not financially feasible for me to credit students under these circumstances. Your tuition pays for a reserved spot on my schedule not just the individual lessons given.

**Extended Leave From Lessons:**

If you need or want to take some time off lessons for an **entire month or more** for a vacation, or for an injury or illness, and you wish to continue lessons at the very same scheduled spot you had when you return, I can reserve your spot for you for a holding fee that would be half the normally charged tuition while you are on break. If you do not wish to reserve your spot during an extended break, I will have to open it up to the next available student, and I will have to find different spot for you that is available when you return. The holding fee would be paid before the beginning of the scheduled break.

**Discontinuing Lessons:**

A two week notice of discontinuing lessons with me is greatly appreciated.

**If I Cancel Lessons:** Normally, you will be credited ahead to the following month, and it will not go towards the 2 per year credit limit. Under certain/unusual circumstances, I may reschedule the lesson if I can not teach on a specific day.

**Holidays:**

I will not be in to teaching on these days. You will not be charged for lessons on these specific days.

- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

*I will be moving my regular lesson times to morning and early afternoon spots on **Christmas Eve Day and New Year's Eve Day**, because school is not in session. If you are scheduled for those days and you choose not to come in, or cannot make it in, it is considered a forfeited lesson.*

**List of Required Items for All Students:**

- An instrument in good working condition
- A lesson book that I teach out of, if needed
- A tuner (clip on type preferred)
- A metronome
- A folder or binder for hand out materials

**Guitar, Bass, and Mandolin Students:**

- A strap
- Medium picks (fender mediums are a good choice)
- Lesson Book that I teach out of, if needed

**Piano Students:**

- Book that I will assign
- Metronome

**Uke Students:**

- Strap is optional
- Lesson book I teach out of, if needed
- Picks (we will discuss which kind)

**Banjo Students:**

- A strap
- Hal Leonard's Banjo Book
- Finger and Thumb picks