

Studio Policies

§1. **CANCELLATIONS:** Please think and plan ahead, and remember your lesson time. If you need to cancel a lesson, make every effort to give teacher as much notice as possible, at least 24 hours. It's fine to trade lesson times with another student, but not counting that, changes in lesson time are limited to two (2) per semester. **NO EXCEPTIONS.**

§2. **DISMISSALS and DISCIPLINARY CONCERNS:** Parents must be at the lesson of all students under the age of twelve (12) years; parents are the supervisors of the home practice, and must stay informed of what is expected. Students who are consistently discourteous may find that the lesson is stopped, without refund.

§3. **ILLNESS:** Teacher recognizes that—especially with small children—it is not always possible to know in advance if your child is going to be feeling ill. **Please do not bring children to lessons if they are running a fever or ill.**

§4. **INSTRUMENTS:** Students are by no means required to purchase an instrument from me, but reasonably priced instruments are available for students who want them. Please **click here** for description and price of instruments. My policy is that a student instrument may be upgraded to a larger size at no additional costs, except that if the instrument needs strings, bow rehaired or other costs, that cost will be covered by the student (not the teacher).

§5. **FEES:** Lesson fees are due at the first lesson of every month, or by the sixth of every month, whichever comes first, with a \$5.00 late fee after the 6th. If you miss your first lesson of the month, it is still required that you pay your fee on time. Lesson fees may be paid in cash, check or via Paypal. Please see: <http://beststudentviolins.com/Payment.html> for instructions to pay via Paypal. Don't forget to click on the "Personal" tab so teacher will not be charged a fee. Please pay fees on time without having to be reminded.

§6. **LESSON TIME: Please be on time, neither early nor late.** Parents must accompany all students under age 12, and please pick up older ones on time.

§7. **MAKEUPS:** With a waiting list and fully booked schedule, make-up lessons are not always possible. **You are paying for the teacher's time, not the lesson, per se.** Schedule changes are limited to two (2) per semester. No makeups without 24 hour notice. Lessons need to be made up the month they're missed and do not accrue past that time. It is the student's responsibility to schedule them. **NO EXCEPTIONS.**

§8. **PARENTS:** Please observe carefully and have a clear idea of what your student is expected to work on during the week. Please wait until the end of the lesson, however, to ask questions; it is too confusing for a child to take direction from two adults at the same time. Also, help me by picking up any toys your child may have left on the floor. Teacher is not responsible for any items left in studio.

§9. **PARKING:** Please park on the street and not in anyone's driveway.

§10. **RECITALS:** Recitals will occur regularly, usually twice a year. Format is informal, and free to the public.

§11. **RETAINERS:** The flat monthly fee covers four lessons, and occasionally five, per month—except for November and December, when it covers three lessons. **Regardless of the number of lessons you receive in a month, the fee remains the same.** No monthly refund will be given, once lessons are started.

§12. **TIME-OUT or QUITTING LESSONS:**

1. The studio runs on a year-around basis, with only one week off in December and one week off in November. It is normal, however, for students to request one or two weeks or even a month off in the summer, for vacation or for other personal reasons. No fees will be requested during these times if teacher is given **a month's notice in advance.**
2. If students plan on quitting lessons with me, please give **a month's notice in advance** so teacher can have time to fill the spot with another student. This is a professional courtesy which students would do well to learn early on, and will serve them well in their professional lives.

I have read and understood the Lesson Policy and agree to abide by it.

Student / Parent NAME

DATE