Lawrence Music Studio

Policy & Procedures

# Student &/or Parent Agreement for Private Instruction

Welcome! I am Mrs. Lawrence and am very excited about beginning music lessons with you. I know this will be a great experience of fun, learning, and success! Here are a few guidelines on how the studio will operate.

When the student arrives enter quietly and wait in the hallway area until the lesson ahead of yours is finished. Once no one is in the music room, you may enter it and practice at the piano until your lesson begins. If your ride is not at the house after your lesson, please wait in the hallway area until they arrive.

**Please** be on time. This is for your benefit to ensure that you receive your full time. Mrs. Lawrence needs to keep a timely schedule and so cannot keep students over their allotted time slot. Parents, please make sure that your students are at their lesson five minutes before their lesson time and are picked up promptly after their lesson. Parents and siblings may sit quietly in the waiting area (Note: the waiting area is rather small), wait in their vehicle outside, or run errands, so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with the teacher during the first five minutes of the student's lesson but not afterwards, in order to respect the next student's time slot.

**Please** be prepared. Please make sure you bring all books, sheet music, or CD’s needed for the lesson. Before arriving, please make sure you have practiced well the material assigned the prior week. A lesson should not be a practice session. All students are required to have some type of an assignment notebook and a means of containing all their materials; a small bag is recommended.

If you have any questions, please feel free to contact me at anytime via the contact tab at [www.lawrencemusicstudio.weebly.com](http://www.lawrencemusicstudio.weebly.com) you will be given my phone number and email in response to your inquiry as well as answers to any questions.

**Fees:** (effective 6/27/16)

 Piano lessons ……………………………$60 per hour

 ……………………………. $30 per half hour

Voice lessons ……………………………$60 per hour

 …………………………....$30 per half hour

**Payment:**

The first meeting, which is the ‘trial lesson,’ is free. ***Payment for all other lessons is required in full by the first of the month. A late charge of $15 will be added on any payments received on or after the 1st of each month.*** For instance, if you’re taking ½ hour lessons, please pay the $120 for the month before the 1st of the month. Depending upon your particular lesson day, there may be times this year where there will be 5 lessons in a particular month, resulting in a $150 tuition for those months. Tuition may be paid via cash or check, the latter being made out to Mrs. Erin Lawrence.

When a new book or piece of music is needed, Mrs. Lawrence will discuss the need for a new book with the parent and then buy the needed book(s) for the student. When the student has received the book and the parent has been informed of the price of the book, the payment for that book must be paid at the next lesson’s payment.

**Cancellations:**

If it is necessary for you to cancel a lesson, **you must cancel at least 24 hours in advance, or you will be charged for the lesson with no opportunity to reschedule.** All cancellations, (even those due to illness), must be rescheduled within the month’s payment period. It is the responsibility of the parent to call to reschedule a cancelled lesson. If a student does not show up for a lesson, they will be charged for that lesson without the opportunity to reschedule**. Fridays are the designated make up days.** If you are unable to come on Fridays you need to inform Mrs. Lawrence within the first month of lessons so that she may accommodate a different make up day for you.

**Discontinuing Lessons**:

Ideally, the decision to cease lessons is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can stop with a positive sense of closure.  For this reason, the teacher asks for one month’s notice prior to discontinuing lessons. However, the teacher respects the student’s right to end lessons at any time.  Note: At the discretion of the teacher, students may be dismissed at any time if they have unpaid tuition, if they have an excess amount of absences/unprepared lessons, or if there are other concerns.

**Please Note:**

Not only does the teacher feel strongly about the value of continuing the student's musical education throughout the summer months, but the teacher's livelihood depends upon a regular income throughout the summer months because the tuition rate has been determined based on a 12-month calendar.  For these reasons, if a student does not continue lessons through the summer, the student unfortunately cannot be guaranteed a spot in the schedule in the Fall especially if there is a waiting list.

**Holidays:**

 Thanksgiving – (Thursday through Sunday)

 The week of Christmas

The week after Christmas

Easter weekend (Friday through Sunday)

 Memorial Day

 Independence Day

 Labor Day

There will be regularly scheduled lessons all other days unless otherwise notified.

I have read, understood, and will abide by all statements made in this agreement.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_