

Donna Henry's Music Studio Policies Sept 2017-May2018

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**Mailing Address and Home Studio: 513 W 7th Ave North Pole, AK 99705
Fairbanks Lessons at University Community Presbyterian Church, College Rd.**

Parent/Student Agreement: _____

1. **Lesson fee schedule:** **Monthly** payment is due the 1st of each month: 30 minute lessons- \$120, 60 minute lessons- \$240 regardless of holidays or absences. This includes any master classes and adjudication or competition preparation. There are no refunds. Commitment is encouraged for the school year.
2. **Be on time,** lessons will begin and end on time. Please bring your materials and a lesson notebook. If you are late, you will receive the remainder of your lesson. If you arrive early, please wait in your car to not disrupt the lesson before you. Children are to be dropped off and picked up on time. Parents are welcome at the first lesson, and once a month for primary age students they are helping with practice at home. Feel free to visit the library down the street while you wait for your child's lesson to be done. Siblings may be dropped off together and sit at table to read or do homework while waiting for each other.
3. **Cancellations: Commitment** to your reserved lesson time is expected. Emergencies should give immediate notice by PHONE ASAP. Planned vacations should be discussed 2 weeks in advance to plan make up lessons. Same day cancellations will not be given a make- up lesson unless its due to inclement weather or a true emergency. Make up lessons will be offered for planned vacations with appropriate notice, or an excused absence for illness. Work schedules or special circumstances needing consideration should be discussed and agreed upon in advance and may require a nonprime time slot to accommodate. There are no refunds or payments carried forward when you miss lessons. All excused absences requesting a make-up lesson should be given by email and will be acknowledged by me. If you do not get a response, I did not receive your email. Please do not misuse make up lessons, they are based on my availability. **All make up lessons are given at the North Pole location due to the limited time at Fairbanks location.**
4. There will be no lessons during Thanksgiving, Christmas, and Spring Break. Fee payments remain the same. Summer lessons are available and encouraged from June-August. If you have a question as to whether there will be a lesson on a given day, please do not hesitate to ask.
5. Materials will be recommended for purchase online. These can be ordered and usually received within 2 weeks or less. The student/parent is responsible for materials and a piano to practice on at home. Voice students require a device for CD and online listening.
6. Practicing 5 days per week equivalent to the lesson time is important for progress. Practice can be broken down to 15 minute segments for small children. Practice in a quiet area free from distractions. Use your lesson notebook as a practice guide daily. Discipline and structure is encouraged for success. Parental guidance is needed for young children not yet reading fluently and in their first year. Students who come to lessons without practicing will still receive a lesson.
7. Performance Master Classes are included. Commitment is required in advance through email when the invitation is sent out. Students must participate in at least one master class before they can perform in a recital. Parents drop off and pick up at the NP location for master classes.
8. Performing in the holiday recital is encouraged. A parent is responsible to attend the recital of a minor. Festival Adjudications and competition with IAKTA in May is encouraged but optional and involves an additional fee registration fee for the event. A student must be in lessons for a semester to participate in adjudications or competitions and at level 2 or above.
9. One month notice is required for quitting lessons to avoid being charged. Thankyou!

