

## **Donna Henry's Music Studio Policies July 2018-Dec 2018**

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10201 Washingtonian Blvd. #210 Gaithersburg, MD 20878; North Pole, Alaska location TBA

**Parent/Student Agreement:** \_\_\_\_\_ **Date** \_\_\_\_\_

1. **Schedule: Monday-Friday 2:00-6:30 p.m AST and EST. Saturdays, occasional by request. In person lessons are \$60/ hour, 30 minutes or 60 minutes, paid by the month due by the 1<sup>st</sup> day of each month check or cash. Facebook payments accepted only for long distance students doing Skype Lessons: \$50/hour, 30 minutes or 60 minutes, payment due 1<sup>st</sup> day of each month prior to lessons. Any bad checks or debits will be charged a \$25 fee.** Musika students pay Musika directly per their fee. This is your registration form and must be filled out. Students may start lessons at any time based on availability. Fall semester starts the day after labor day and ends December 22. Summer lessons are available July-Aug. Lessons are weekly and generally have 4 lessons in a month, some have 5, holidays months have 3.
2. **Be on time**, lessons will begin and end on time, not early. 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 meet me at the building door. 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. Siblings may be dropped off together and sit at table to read or do homework while waiting for each other. If you are coming to the Gaithersburg location, parking is in the garage immediately to the left in the guest area. Do NOT drive up another level. You will be escorted through the locked building door #11 at your scheduled time.
3. **Cancellations: Commitment** to your reserved lesson time is expected. Same day cancellations will not be rescheduled or made up. Emergencies should give immediate notice with explanation by PHONE ASAP. Planned vacations should be given 2 weeks notice and make up lessons planned prior to vacation. **All make up lessons are based on teacher availability and for excused absences only.**
4. There will be no lessons during Thanksgiving week, Dec 22-Jan 1 and Spring Break week. Summer lessons are available and encouraged from July-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 or locally. Students may start without materials but get them ASAP. The student/parent is responsible for materials and a piano/keyboard at home. Voice students require a device for CD and online listening, and should record their lessons.
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. Do the best you can!
7. Performance Master Classes and Recitals may be planned based on interest and availability of students, as well as NATS and MTNA competitions and performance events.
8. **Two week notice is required for quitting lessons to avoid being charged.** Your minimum commitment is expected to be for the semester Sept- Dec. Thankyou!
9. Skype lessons are available if we are out of town from each other or students are sick and need to stay at home to avoid a makeup. Details regarding how skype lessons work will be posted separately on my website for your convenience. An effective set up is important for visual and aural connection.

**Registration Form**

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Parents, if a minor \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_ Ph# \_\_\_\_\_

Voice \_\_\_\_\_ or Piano \_\_\_\_\_ Beg \_\_\_\_\_ Primary \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

Scheduled time if known \_\_\_\_\_ Location: Gaithersburg \_\_\_\_\_ Skype \_\_\_\_\_

Form of Payment to Donna Henry/Amount \_\_\_\_\_ (Musika) \_\_\_\_\_ (check if applies)

Completed introductory lesson (1<sup>st</sup>) \_\_\_\_\_

Materials to be purchased \_\_\_\_\_  
(if known)

Student/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_