

Donna Henry's Music Studio Policies Sept 2018-May 2019

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2345 Connors Creek Circle, Knoxville, TN 37932 (Hardin Valley)

REGISTRATION FORM FOR PRIVATE LESSONS:

Parent/Student Signature _____ *Date* _____

1. **Schedule: Monday-Friday 1:00-6:30 p.m. Saturdays, occasional by request. Private lessons are \$120/month for 4-30 minute lessons, \$230/month for 4- 60 minute lessons, due by the 1st day of each month check or cash.**

This includes a master class and recital or performance opportunity each semester. This is your registration form and must be filled out. Students may start lessons at any time based on availability. Lessons are weekly and holiday weeks are off. (Thanksgiving, Christmas, and Spring Break TBD). Summer Lessons encouraged, but flexible.

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. 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 quiet homework while waiting for each other.

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. Summer Lessons don't require make up lessons. All make up lessons based on teacher availability.

4. 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 if possible.

5. Practicing 5 days per week equivalent to the lesson time is recommended. Practice can be broken down to 15 minute segments. 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!

6. Performance Master Class and Holiday Recital is usually planned in December based on availability of students, as well as NATS and MTNA competitions and performance events in winter and spring.

7. **Two week notice is required for discontinuing lessons to avoid being charged.** Your minimum commitment is expected to be for the semester a semester. 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 are posted on my website for your convenience. An effective set up is important for visual and aural connection.

Please fill out the Registration Form completely and mail in with your payment or deliver in person at your introductory lesson.

Student Name _____ Age/Grade _____ School _____

Parent Name (if applicable) _____

Special Needs _____ Contact Email _____

Contact Phone _____ Lesson Day/Time _____ Fee/Paid _____