

Be on time for scheduled lesson. Your lesson time is yours for the semester at a minimum. You can request time changes if needed at the next semester. Wait in car if you are early. Parent's drop off and pick up on time. If you are late, you will receive the remainder of your lesson only. Parent's or guests who wish to visit during a lesson, please make request in advance of lesson day. This is for quality assurance. Parent's may visit on occasion to see what their children are doing and to ask questions.

Make up Lessons are only given for 24 hour advanced notice for contagious illness, or planned vacations where 2 weeks notice is given and make up lessons are scheduled in advance. Same day cancellations will receive no make up lesson unless it's a serious emergency involving an accident, hospital, or severe weather that is dangerous. In this case, you must call, not email or text, but call me to discuss emergency so that I know you are not coming. Do not abuse make up lessons. Working adults who need more flexibility due to work schedules can make special arrangements at the time of registration.

Practice, Practice, Practice! Use your lesson practice book as your guide.

You are responsible for your own music books and materials. Order them on time and bring them to each lesson with a full size subject notebook for notes.

Your payment is due by the first day of each month. If you pay in person plan to do this the last lesson of each month so your payment is on time. This continues to reserve your spot on my schedule. The payment is by the month and a fixed monthly fee, not adjusted and non refundable. This takes into account shorter months and longer months. Your fee is on your registration form you fill out to begin lessons. Save a copy of this form.

An Introductory lesson is a first one time only lesson with a \$30 fee that is non refundable and with no commitment to register yet. You may register without this lesson or register after this lesson. Registration involves an ongoing commitment to lessons for a minimum of one semester. Semesters are as follows: Aug 15-Dec, Jan-May, June-July (the exact days vary year to year. Registration is ongoing.

Discontinuing lessons requires a 2 week notice in advance in order not to be charged for the month. Withdrawal from lessons must occur in person, not by phone or email or text. You will sign for your withdrawal. There are no refunds.

The Music Lessons Help page at Master's Music on FB is the communication page where general information, events, and help can be communicated. Make sure you join that group. Email will be used for personal information only. Please check your email.

Please sign that you have read and understand the studio policies and agree to them.

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

Signing under this paragraph you agree to give Master's Music- Donna Henry permission to use pics or videos you agree to, taken in studio lessons, or performances on FB page or website for sharing demos.

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