

## **What are your Studio Policies?**

### **Fees and Payment Schedules:**

30 minute lessons: \$30

60 minute lessons: \$60

At the first lesson each month, the number of lessons for that month will be determined and agreed upon based on the number of weeks in the month and any foreseeable absences. Payment for the entire month's lessons will be due and payable at the first lesson each month.

Please make checks payable to Allida Casper. There will be a \$20 fee for returned checks.

If payment is not received 30 days after the due date, lessons will be discontinued. The lesson slot will be offered to students on the waiting list. Lessons may be resumed at the discretion of the teacher if time is available and only if the entire outstanding balance is paid in full and normal prepayment is made according to these terms. In the event that lessons are discontinued due to non-payment, the outstanding balance will remain due and payable until paid, and the teacher reserves the right to exercise lawful means to collect any outstanding balance.

No refunds are issued. Any amount that is due to the student will be credited to next month's dues.

If lessons are terminated before the end of the month, payment will not be refunded.

### **Attendance and Make-up Lessons:**

Lessons cancelled by the student/parent will be made up if and only if a 24-hour prior notice is given. For example, if lessons are scheduled for Tuesday at 5:00 PM, the student/parent must call to cancel lessons by Monday, 5:00 PM. Absolutely no make-up lessons will be given for no-shows, regardless of the reason.

A student may be dropped if he or she has missed two consecutive lessons without notice given to the teacher. The teacher will inform the parents in writing should the teacher decide to drop a student.

Lessons will not be cancelled due to inclement weather unless conditions are hazardous (e.g. Flash floods, strong winds, icy roads, snow). If such conditions prevent travel, the student or parent is expected to call the teacher at least 30 minutes prior to the scheduled lesson time in order for a make-up lesson to be granted.

Lessons that fall on holidays will either be made-up or you will not be charged for those lessons, depending on what you and the teacher agree on. The studio will

follow the holiday schedule of the Howard County Public Schools. The studio will follow Howard County Public Schools' academic calendar to determine the start and end of each quarter.

Lessons will start on time and end on time.

**\*\*Students who are late for their lessons will not be granted an extension or a makeup lesson, regardless of the reason. A student may be dropped for habitual tardiness if the behavior is not corrected. Also, students MUST be picked up on time. Students will be dropped if this is a problem.**

The teacher will notify the students and parents of any lesson cancellations as far in advance as possible. Make-up lessons will be scheduled.

Students must schedule a make-up session within 30 days. If a make-up lesson is missed, a second one cannot be scheduled and no payment will be refunded or credited. If the student is not available for a make-up session within 30 days, a make-up lesson will not be scheduled and payment will not be refunded or credited. If the teacher is unavailable within the 30-day period, however, the fee for that lesson will be credited to the next month's dues.

**Performances and Recitals:**

One student recital will be scheduled for the spring semester. Students are required to perform in the studio recital.

If an accompanist is needed for the student's performance, the student shall be responsible for paying the accompanist's fee.

**Student and Parent Responsibilities:**

Students are responsible for the purchase or rental of their instrument and the purchase of supplies, and books. The teacher will assist in finding the right sized instrument for the student and in directing students and parents to reputable stores.

Students must always bring their instrument, supplies/accessories, and lesson material to their lessons.

Without home practice private lessons will be useless. Students must commit to practicing at home for at least 30 minutes a day 5-7 times a week. Advanced students must be able to commit to practicing at least an hour a day 5-7 times a week. Parents must make sure that their child meets these practice requirements. Parents will be notified if the teacher feels that the student regularly comes to lessons unprepared.

Students are responsible for writing down and keeping track of their practice assignments for the next lesson. Students are also responsible for keeping their parents up-to-date on assignments for the next lesson.

Students are responsible for the cost of repairs if the instrument needs professional repair. Minor repairs and adjustments (e.g. replacement of strings, adjustment of bridge position) can be done by the teacher at no charge.

Students progress quickly in their study of the cello with a lot of parent encouragement! We are a team and our goal is to help your child develop a sincere love of music. This can be done by encouraging your child to practice, going to concerts, giving a lot of praise when pieces are finished and after a good practice session or lesson. I look forward to working with you and your child!

**Parent-Teacher Communication:**

Parents will be notified periodically of their child's progress.

Parents should not hesitate to contact the teacher for any questions related to their child's private study.

The teacher will inform the parents in writing if their child is habitually absent or late for lessons or if their child's behavior during lessons is becoming problematic. Before action is taken, parents will be invited to a conference that will be scheduled at everyone's convenience. In this conference, the problem will be discussed, and parents will be notified of any action the teacher might take if the problem behavior is not corrected immediately.