# 2018-2019 Payment and Attendance Policies

Please read thoroughly. Your signature is required on the third page.

## Tuition

Tuition is due in full by check, cash or by using the Venmo app **by** **the 10th of each month**.Tuition can also be mailed or dropped off at Ms. Melissa’s house if it is not brought to the lesson.

There will be a reminder sent to all parents via email for the upcoming month’s tuition. For tuition received after the 10th of the month, a $10 late fee will be added to the following month.

When the student needs new method books, Ms. Melissa will purchase them and let the parent know the total cost.

Please note there is an annual 5% increase in tuition every August.

## What Tuition Covers

Tuition covers not only the actual lesson time with the student, but time preparing for each student as well.

This also includes:

 • Development of teaching materials throughout the year
  •   Training and experience
    •    Recital preparation and repertoire planning
    •    Membership in the state certified music teachers’ association (MTAC)

Materials fee

A non-refundable $50 materials fee is due per student with August tuition. For each additional sibling that takes lessons, the materials fee will be $40 for him/her. If a student begins lessons mid-way through the school year, the materials fee will be prorated.

This covers:

* Prizes for practice incentive programs
* Recital rental cost plus materials
* Teacher’s supplies and materials throughout the year
* Annual website cost
* Bi-annual piano tuning

## Attendance

In order to respect Ms. Melissa’s time and teaching schedule, there are no early drop-offs or late pick-ups. If the student arrives to the lesson late, the missed time will not be made up. Please communicate this information to any guardian other than the parent that will be bringing the student to the lesson.

Piano method books are required for every lesson; please do not leave books at home. Using a bag to keep piano books in is highly advised.

**\*\*If the student is ill (especially with regard to coughing, having a nagging stomach ache, sneezing, having a runny nose, etc) and/or did not go to school on the day of our piano lesson, it is required that the lesson is cancelled out of respect for Ms. Melissa and her family’s health.\*\***

## Missed Lessons

One make up lesson is allowed per semester. **Semesters are from August - December and January - May**. Ms. Melissa must be notified beyond 24 hours of the lesson time in order to qualify for the makeup lesson. Any additional lessons that must be cancelled will not receive a refund nor prorated tuition. If Ms. Melissa has to cancel the lesson (which is not on a studio holiday or closure), she will make up the time with the student.

Please understand that the tuition you pay reserves an *exclusive* *weekly time* in Ms. Melissa’s schedule for your child. Unlike a doctor or a hairdresser, Ms. Melissa cannot resell that time nor create extra time on a regular basis for makeup lessons.

## Summer Lessons

Students are required to take lessons in the summer, within the months of June – July. If this requirement is not met, the family will not be able to hold their spot in Ms. Melissa’s fall schedule.

## Studio Holidays/Closures

*\*\*\*Mark your calendars\*\*\** The studio will be closed and lessons will not take place in observance of the following holidays:

|  |  |
| --- | --- |
| **Labor Day**: September 3rd, 2018 | **Memorial Day**: May 27th, 2019 |
| **Thanksgiving**: November 22nd, 2018 | **Independence Day**: July 4th 2019 |
| **Christmas:** December 24th, 2018 - January 1st, 2019 | **One week off between June-July 2019** |
| **Spring Vacation**: April 15th-19th, 2019 | **One Teacher Sick Day**  |

***Please note, make up lessons will not be offered for the closure dates above.***

There will still be lessons on additional holidays that are not listed above, even if the student’s school is closed. If your child will not be able to have his/her lesson for this reason, you may reschedule in accordance with the makeup policy above, or forego the lesson.

**Acknowledgment**

These policies are designed to allow the studio to operate in an environment that provides the greatest freedom to share the gift of music and to help students achieve a great sense of satisfaction in learning piano.

Melissa Effler reserves the right to terminate enrollment if a student and/or parent is unwilling or unable to adhere to the stated policies, procedures, and lesson requirements.

**I acknowledge that I have read and understand the 2018-2019 Studio Policies**

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**Student Name(s)**

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**Parent’s Signature Date**

**Teacher information for your records**

Melissa Effler

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