

 **STUDIO POLICIES** 

RATES: My rate for the 2020-21 season is \$60 for 1-hour lessons, \$45 for 45-minute lessons, and \$30 for 30-minute lessons. À-la-carte/pay-as-you-go lessons are \$70/hour and dependant on availability.

COVID-19: Please review my COVID-19 procedure for in-person lessons. All students must agree to the lesson procedures to come to my studio for in-person lessons. I will also continue with virtual lessons over Zoom. Its up to students and families to decide whether they prefer in person lesson, online lessons or a hybrid of the two. We can make adjustments as the year progresses.

BILLING: Billing will be by semester tuition. I will send invoices for the September-December 2020 semester once your lesson time has been scheduled and confirmed. Payment for the Fall semester can be made three instalments payable with post-dated cheques for September 9, October 1, November 1 and December 1 2020. **E-transfers should be received before the first lesson of every month. Reminders will be sent on the last day of every month.** Payment can also be made as a single cheque or e- transfer. If you will be away at all during the semester, please let me know before the semester starts.

CANCELATIONS: I will make up a maximum of two missed lessons over the entire year. Make up lessons will be at the end of the semester. If a conflict comes up and you need to shuffle/swap lesson times, please let me know with at least 3 to 4 days of notice. If you or anyone in your household is sick please contact me as soon as possible so we can switch to an online lesson. If you are too unwell to attend your lesson online, please call or text me by 11am the morning of and we can schedule your lesson on one of the make-up days. I will no longer reschedule forgotten lessons or no-shows.

MAKE-UP LESSONS: Make-up classes will be on December 1 & 19 2020 and in June 2020 (dates TBD). Make sure to mark your calendar with the December dates!

COMMITMENT: I require all students to commit to a full academic year of study, from September 2020 until June 2021. If you need to stop taking lessons (for any reason), I require 4 weeks of notice so I can fill your spot.

PRACTICE: You are expected to practice every day and to show up prepared for your lesson with all lesson materials. If your lesson is online, you are expected to log into Zoom on time, with your instrument tuned and ready to go. If you are having connectivity or technology issues, please let me know via text and we can find a solution.

STUDENT AGREEMENT: I will ask all my students and parents sign a form in the fall acknowledging my studio policies, including my cancellation policy, COVID-19 policy, and practice expectations.

RECITALS: **This year there will be one recital, in June 2020.** I strongly encourage all my students to participate in the end-of-year recital! This is a great opportunity to show everyone what you have learned! This year, the recital will either be fully online, or if possible - a hybrid event (with both in person and live online performances). If there is enough interest I may also organize an online mini-recital in December over the holidays.

Parent name: _____

Signature _____