

🎵 STUDIO POLICIES 🎵

RATES: Lesson fees for the 2021-22 season are \$63 for 1-hour lessons, \$47.25 for 45-minute lessons, and \$31.50 for 30-minute lessons.

CALENDAR: Monday September 20 - first day of lessons; Monday October 11 - Thanksgiving (no lessons); Thursday November 11 – Remembrance Day (no lessons); Friday December 10 – Winter Break start; Monday December 13 – Make-up lessons; Tuesday December 14 – Make-up lessons

COVID-19: Please wear a mask in lessons. If you feel unwell (cold, headache, cough or any COVID symptoms) let me know and we can move your lesson to Zoom; do not come in person if you are sick. I always have spare disposable masks on hand, so if you need one just ask. I purchased an air-purifier for my North Van studio which will be in operation throughout the day, and always have allergy medicine on hand (as we have cats).

ARRIVAL PROCEDURE: Please text me when you arrive and I will invite you to enter. The entrance to the house is small, so I hope to limit the number of people in the house at one time. If you do not have a phone, or if I do not answer your text you may knock/let yourself in.

BILLING: Billing is by semester tuition. I will send invoices for the September-December semester in early September. Payment for the Fall semester can be made in monthly instalments payable with post-dated cheques for September 20, October 1, November 1 and December 1 2021. **E-transfers should be received before the first lesson of every month.** If you will be away at all during the semester, please let me know by Sept 15th so I may adjust your invoice.

MAKE-UP LESSONS: I will make-up a maximum of three missed or cancelled lessons over the entire year*. All make-up classes will be on December 13 & 14 2021, and in June 2022 (dates TBD). Make sure to mark your calendar with the December dates! *see *cancellation policy*

CANCELATIONS: I require a minimum 7-days of notice for lesson swaps to allow time for rescheduling (when possible). If provided less time, I cannot guarantee a lesson swap. If you

need to cancel a lesson all-together, we will reschedule on a make-up day. I will no longer reschedule or make-up last-minute-cancellations/forgotten lessons or no-shows; these will count as a used lesson. Please let me know by 11am on the day of your lesson if you are too unwell to meet over Zoom (evening before for morning lessons).

COMMITMENT: I require all students to commit to a full academic year of study, from September 2021 until June 2022. If you need to stop taking lessons *for any reason*, I require 4 weeks of notice so I can fill your spot (or payment for those weeks if you are unavailable).

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

RECITALS: This year there will be one recital, in June 2022. 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!

PARENT AGREEMENT: Please print and sign below.

Parent name: _____ Signature _____
(or adult student name!)