

STUDIO POLICIES

Below are the policies by which I operate my piano studio. These simple guidelines are what keep it running smoothly and effectively, and ensure that my students receive the equal attention they deserve.

Payment

Circle your choice of one of the three following options: Weekly, beginning of month or end of month. Beginning of the month payments are due on the first of the month or at first lesson of the month. If you choose end of month an invoice will be emailed to you that is payable upon receipt. Payments over a week late will incur a 10% late fee.

Schedule

Lessons are scheduled at a mutually agreed time when the student begins lessons, and at the commencement of each academic year thereafter.

If a student/parent wishes to change their lesson time mid-year this can be discussed on a case by case basis, however this is subject to availability and cannot be guaranteed.

Group workshops and recitals are regularly scheduled. Enough advance notice is given to set aside the time for attendance.

Missed Lessons

If a student will be missing their lesson for any reasons they should inform me by email or text, with as much notice as possible. If I have another time free that week (such as another student's cancellation) I will offer it, although I cannot guarantee availability. Missed lessons cannot be carried over into subsequent weeks.

If I am cancelling due to sickness or a student cancels due to sickness, as long as notice is given there will be no charge for the missed lesson. Missed lessons will be charged if no notice is given.

Punctuality

If a student is late, this simply takes time out of the lesson. i.e. the lesson will start when the student arrives and will still finish at the same time.

Calendar

The teaching year is the same as the school calendar. We take the same breaks as the school (Thanksgiving Day, March Break, Christmas Break, etc) Summer lessons are available by appointment.

Please sign to indicate that you have read and accept the studio policies.

Signed: _____ Date: _____

FAMILY INFO & VIDEO/PHOTO CONSENT

Video/Photo Consent

- 1. From time to time I will take videos of students during lesson time for instructional/analytical purposes or to create performance opportunities. Videos provide a great way for students to see their own playing clearly and share their progress with family and friends.**

Do you give permission to videos to be taken for instructional/performance purposes?

Yes/No

- 2. I have a Love to Make Music studio Instagram page. This account is a closed account and only available to friends and family of the studio. From time to time I like to post success stories, clips and photos to encourage, inform and motivate students. In these clips, photos and videos, first names are used and no faces are shown.**

Do you give permission for your child to be featured on the Instagram account?

Yes/No

Family Contact Info

Student Name

Special Needs/Allergies

Student Name

Special Needs/Allergies

Parent/Guardian Name(s)

Address

Phone number

Email

Mobile number