



STUDIO POLICY

2014-2015

Welcome to the Jennifer's Musical Moments, LLC Piano Studio. Please carefully read the studio policy. After you have read the studio policy, please sign below stating that you understand and agree to the terms of the policy.

All terms of the studio policy are subject to change. Ample notice will be given.

TUITION

Lessons are offered in 30, 45, and 60 minutes time slots.

Lesson fees are subject to change. In the event of a fee change, ample notice will be given.

Summer Semester (July and August)

Summer lessons are offered throughout the months of July and August. Students have the option to schedule anywhere from 4 (**four**) to 8 (**eight**) weeks of summer lessons. Scheduling summer lessons guarantees the student a spot on the instructors teaching schedule. Flexible summer scheduling available.

All tuition fees are **Non-Refundable**.

Payment:

Payments are to be made on a monthly basis and are due on or before the first lesson of every month.

Cash, check, and credit card excepted.

Late Fee: Payments received after the 7th day of the month will be subject to a \$30.00 late fee.

Returned Check Fees - Jennifer's Musical Moments, LLC shall be compensated for all fees associated with a returned check.

Calendar:

Please refer to the Jennifer's Musical Moments Studio Calendar for teaching weeks, holidays, and studio events.

LESSONS AND CANCELLATIONS

Weekly Lessons:

Part of your monthly tuition reserves the student a specific day and time slot in the instructors schedule. Lessons are one-on-one and they occur on a weekly basis. Be sure to choose a time slot in which you are confident.

Arrival and Pick-Up:

Please arrive at the scheduled lesson time and not before. This is requested in order to avoid disturbance while teaching other students. Also, please pick up the student at the end of his/her lesson promptly.

*****Every student is entitled to a private lesson so please be punctual in arriving and picking up!*****

Arriving Late:

If the student will be late for the lesson, please give me a call to let me know. If I do not answer, I am teaching, so please leave a voicemail. In most cases, no extra time can be given to make up for the missed lesson time.

Cancelled Lessons:

By the Student

Due to the instructors active schedule, the rescheduling of cancelled lessons by the student cannot be guaranteed. Cancelled lessons *might* be able to be rescheduled if:

1. Availability within the instructors schedule arises.
2. 24 hours notice is given.

*****Same day cancellations and lessons missed without notification are not eligible for rescheduling.*****

By the Instructor (including inclement weather)

In the event that the instructor needs to cancel a lesson, these lessons *will* be rescheduled.

Illness

The instructor reserves the right to not teach an ill student. Cancelling of lessons is expected and appreciated.

PURCHASES

Purchasing an Instrument:

Having a piano, digital piano, or a keyboard at home is an absolute must!

Purchasing Materials:

Throughout the year the instructor requires the purchase of materials (including books, sheet music, apps, music tools, etc.) Purchasing of these materials by the parent or student is a necessity and is expected. You will be notified of the items needed for purchase in advance. If the instructor orders the items for you, the cost of materials will be added to the month's tuition.

PREPARATION AND PRACTICE

Preparation:

Please bring all materials (i.e. piano books, sheet music, notebook, metronome, etc.) to every lesson.

Practice:

Attending weekly piano lessons is very important. Of equal importance is the practice that takes place at home on a day-to-day basis. Daily practice is needed to develop skills, build confidence, and truly learn an appreciation for the piano and its great capacity as one of the most accessible and prominent music making instruments.

PARKING

There is no parking, student drop-off, or student pick-up in the driveway. Please, do not block driveway entrance when dropping off or picking up.

MULTI-MEDIA

Occasionally, photographs or videos will be taken of students during lessons and performances for use in lesson demonstrations, advertising materials, studio blog/website/facebook page. It is the goal of JMM to stay up-to-date with today's current technology and to, most importantly, use it to celebrate your or your child's accomplishments. Use of current multi-media will also help me keep piano lessons captivating and motivating to current students, as well as showcase to prospective students the many educational and creative musical moments we make here at the studio. Any material that I post publicly is to highlight and celebrate your or your child's learning milestones and dedication to piano education, however, if there is an image or video that you wish to have removed I will respectfully do so.



PERMISSIONS, POLICES, AND PROCEDURES

2014-2015

PURCHASING MATERIALS

I understand that I will be responsible for purchasing materials for myself or my child. Types of materials include but are not limited to: books, sheet music, music tools, music apps, etc. In the event that the instructor purchases materials for me or my child, I understand that I will be fully responsible for the reimbursement of such materials and that the cost of these materials will be added to the month's tuition.

Yes, I understand and agree to the material purchasing policy.

PHOTO AND VIDEO RELEASE

Does Jennifer's Musical Moments, LLC have permission to feature photos and/or videos of you or your child on the studio website, e-mail newsletters, Facebook page, and other promotional materials?

- Yes
- Please ask on a case-by-case basis
- No

POLICY AND PROCEDURES AGREEMENT

I have read and agree to all of the Jennifer's Musical Moments, LLC Studio Policies and Procedures.

Parent or Adult Student Signature

Date