

Sharon Taylor Music Studio Policies and Procedures 2018-19

LESSON POLICY:

- **LESSON TIME:** Lesson blocks are scheduled for thirty (30) minutes and/or (60) minutes and will begin promptly on time. Any student arriving late will receive only the remaining portion of the allotted lesson time.
- **LESSON ETIQUETTE:** No parents or visiting friends during lessons, please. The studio room is small and can't accommodate more than student and teacher comfortably. It's perfectly acceptable to wait in the waiting area, but it is a distraction to have others sit in on lessons.
- **LESSON MATERIALS:** You will be responsible for all materials purchased (plus applicable tax and shipping costs, etc.) for your lessons. An estimate on cost will be given to you prior to purchase. You may be asked to purchase items in stock at Zack's Music Shop or an online retailer.
- **PRACTICE POLICY:** Learning a musical instrument, whether voice, piano, etc. is like learning a second language. It takes time and effort. If you have young children, please be prepared to sit with them each day as they practice. You will be provided with lesson notes and suggested practice notes for the following week with each lesson. **It is not practical to assume that any student under the age of 10 is able to practice alone, unsupervised.** Please set a time to practice each day, for as much time as you can spare. A suggested minimum practice time for beginners is 10 minutes daily, five days a week. Waiting until the day of or night before to practice is NOT acceptable nor a responsible habit to instill in your child. Daily practice is important! The more effort put into it, the greater the reward for everyone involved!

PAYMENT POLICY:

- **TUITION FEES:** The monthly tuition fee is \$120 for a 30 minute lesson or \$240 for a 60 minute lesson. Payment is due on the first of the month. Please pay Sharon directly. Students will be ineligible for instruction until payment has been made and account is current.
- **STUDIO MEMBERSHIP:** Please note the monthly tuition amount will remain the same throughout the year, regardless of whether or not you attend. In order to study with me and remain a member of my studio, you must keep your account current, even during summer months. **Note: My studio is at capacity. If you choose to take off for the summer or for any other reason, you must continue to pay your tuition to be able to continue in my studio after your break. Otherwise, you will lose your spot and be placed on my waiting list until a spot opens.**
- **REGISTRATION/RECITAL FEE:** A student recital will be scheduled in early December and early May. Each student performing in the recital will be responsible for a small recital fee due at the beginning of the year to help with rental cost of the facility for performance. Location and date of recital(s) TBD. Fee for this year will be \$25 for each student. Recital fee is mandatory and is non-refundable.
- **PAYMENT METHODS:** Checks and cash are preferred. (Checks made payable to Sharon Taylor.) I can also accept card payments using Paypal using the following link: <https://www.paypal.me/sharsuz> I also send a text reminder with Paypal link on the first lesson of each month.
- **POST DATE/RETURNED CHECK FEE:** If you need to post date your check, please add a \$10 inconvenience fee to your total for the month. Returned checks will incur a \$35 charge.
- **LATE PAYMENTS:** Payment is due on your first lesson each month. Please pay on time. Late payments will incur a \$25 charge per week. If you are more than 3 weeks behind, you may be asked to leave the studio.
- **TERMINATION OF LESSONS:** If for any reason, you must stop lessons, this must be done at the end of December, or at the end of May. A 30 day written notice is required. (Please use contact form on my page at www.dicksonmusiclessons.com/sharon to send me an email, or email me at sharon@sharontaylor.us) Please note that if you choose to terminate your membership and decide to return at a later time, you may have to be placed on my waiting list if no spot is available.

ATTENDANCE POLICY:

- **MISSED LESSON POLICY:** **No refunds will be given for missed lessons for vacations, forgotten lessons, holidays, scheduling conflicts, etc.** In the case of illness, each student is allowed one make-up lesson per semester and summer session for a total of up to three per year. Use them wisely!
- **MAKE UP LESSON ELIGIBILITY:** Only excused absences for illness will be considered for a makeup lesson. An excused absence requires 24 hour notice. I will makeup lessons during the week as time allows or on Saturday. If you are unable to attend your lesson on your assigned day, please call or text AS EARLY AS POSSIBLE to let me know. Sometimes I can fit you in another day/slot, should one be available. Calling or texting right before your lesson time to cancel is unacceptable. If I am in the studio waiting on you, you will be charged. No exceptions. Make up lessons cannot be rescheduled.
- **ILLNESS POLICY:** **DO NOT SEND YOUR CHILD TO LESSONS IF THEY ARE ILL OR SHOW SIGNS OF BEING ILL!** This is why we have make up lessons. They will be asked to go home if they attend and appear to be sick- this means signs of fever, coughing, runny nose that requires frequent Kleenex use or sneezing, strep throat, etc. It's difficult to keep my piano surfaces dis-

infected, but I try. The nature of this scenario (many student fingers on the keys per day/week/month) makes both of my pianos primed "germ spreading machines". Much-less, the tight quarters the student and I share leave me no where to escape to during cold/flu season. It is much, much easier to make up your lesson than 50+ if I become ill due to this kind of ir-responsibility. Your consideration is much appreciated. Clorox wipes and essential oils work wonders, but I need your help to! Thank you in advance.

- **CALENDAR:** A calendar for 2018-2019 is provided for you at www.dicksonmusiclessons.com/sharon which includes all open and closed dates and recital dates. The full lesson season (fall, spring and summer) is 48 weeks. Total break time is approximately 4 weeks a year, including holidays.

OTHER POLICIES:

- **RESPONSIBILITY:** Sharon nor Zack's Music Shop or any employee of Zack's will **not** be held responsible for your child once he/she has left my studio room. Do not leave your child unattended in the store/building or parking lot or street! If you choose to wait in the car, come back in and get them when your time is over. Parking can be a challenge at times- I have found that the parallel parking on the Ragan's block usually has several spots open. As much as I'd like to, to ensure their safety, I can't walk them to your car for you. Be on time picking them up and provide a way of contacting them if you will be late. Also- if you have young children, please be aware of your surroundings and take care around all of the expensive music equipment in the store.
- **WAITING AREA:** Please drop students off as close to lesson time as possible and pick them up as close to the end of class time as possible. Those who come early and leave late create a crowding issue which could present a safety problem. Zack's Music Shop provides a small waiting room upstairs in front of the studio rooms for your convenience. If you choose to remain in the waiting area, please be considerate of others and keep your other children quiet.
- **MEETINGS:** Please text or email to schedule a time to meet with me if you want to discuss your child's progress or have any questions. Since lessons are scheduled back to back, there will not be sufficient time to meet before or after your lesson.
- **CORRESPONDENCE:** Announcements and correspondence about lessons, recitals, contests, etc. will be typically sent via email or text. Should an emergency arise and I need to cancel a lesson or reschedule, you will be notified by telephone, text or email. (Or a combination of these three.) You may also contact me via email (sharon@sharontaylor.us) or text to 615-838-4863. Remember, I am teaching a good portion of the day, so texting is best. I most likely will not answer your call, but can most likely fit in a short text reply.
- **PERFORMANCE OPPORTUNITIES:** In addition to recitals, there may be other performance opportunities throughout the year for my students. As they arise, you will be informed with details so you may choose whether or not you or your child will participate. Some of these opportunities could include Christmas caroling, performing at select Assisted Care Facilities, Old Timer's Day, Zack's Music Events, etc.

By signing this form you acknowledge that you have read, understood and will agree to the terms of this agreement and will comply with them in order to retain membership in my studio. Sharon Taylor Music Studio policies could change at any time, and you will be notified when changes do occur. Thank you for your cooperation.

Sign Here: _____ Date: _____

Please provide me the following information:

Student Name: _____

Parent or Guardian Name: _____

Best contact cell phone number: _____

Emergency contact cell number: _____

Student's Birthday: _____

Food Allergies? _____

Best email address: _____