



WELCOME new student and returning students! (9-2021)

I'm so happy you've chosen to study with me! It's going to be an amazing and fun journey!

Here's a basic studio policy 101 of important points you need to know. (Full info is in my studio policy.) Thank you in advance for your cooperation!! :)

1. Payment is due the first week of the month by automatic payment via PayPal.
2. Please be on time! If you have to cancel for any reason other than illness and give me less than 24 hours notice, your lesson will not be made up.
3. I don't break for summer. In order to keep your membership current, payments continue year round.
4. Since COVID changed our world, you all know the routine. Please do not to send your child to me sick. I will send them home if they are coughing, have a runny nose, sore throat or appear to be ill. If they had a fever the day before, please keep them home. Masks are optional in my studio. I do not wear one unless you request it.
5. No matter the circumstance, do NOT leave your child unattended at the door. Please that they get in my building safely before you drive away.
6. No friends or parents in lessons. A waiting area is provided. Please be courteous of student in lesson and keep volume low while waiting your turn.
7. Be prepared for me to text occasionally to ask you to change your lesson time or day. I am more productive if I don't have lots of gaps in my schedule and might ask you (if you are able) to move temporarily to fill another slot. I'm typically very flexible (if possible) if you need to reschedule too. :)
8. If your child attends an event at my studio, you will be provided a starting and end time. Please do not be late picking them up.
9. You will be asked to purchase books and music for your child. I will text you a shopping link to purchase needed books from Amazon. You can order elsewhere if you don't use Amazon.
10. I am very sensitive to artificial scents and suffer from migraine disease. Please be mindful of excess use of cologne or perfumed products before your lesson. They are a trigger for me. Thank you!! ♥
11. I use essential oils in my studio. Please inform me if you are sensitive to them and I will be sure not to run my diffuser on your lesson day until you leave.
12. No smoking or vaping allowed on the premises.
13. Students are allowed one bottle of water during their lesson time. Take your bottle with you or dispose in trash please.
14. Food/snacks and drinks are allowed provided you clean up after yourselves and dispose of any trash in the trash receptacle. Please don't leave a mess on the floor. The cleaning lady doesn't like it.
15. Watch for muddy feet!! (I'm the cleaning lady and would appreciate it!)
16. Please do not play the piano(s) in the studio without permission. Or, handle the artwork.
17. ABSOLUTELY NO ADMITTANCE beyond the chain in to my art area. Anyone caught back there without me present could be removed from my studio permanently.

Okay, that's all of that! Thank you! ♥♥ Sharon

Sharon Taylor Music Studio Policies and Procedures 2021-2022

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. 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 an online retailer, like Amazon or MusicNotes.com.
- **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. 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:** **Pre-Covid scenario:** 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. I will collect recital fees the month prior to scheduled recital event. **Current scenario** is we do a ZOOM lesson every 8 weeks if possible, from my studio. No recital fee required.
- **PAYMENT METHODS:** It is preferred that payment for lessons be setup as a monthly debit/credit card payment via Paypal. This payment will automatically occur the first week of each month. This eliminates a great deal of billing work that my former payment methods required. It's easy to setup and you can cancel any time. **No exceptions please.**
- **LATE PAYMENTS:** Should your debit/credit card be declined, Paypal will try to bill you two more times. On the third unsuccessful attempt your payment plan will be terminated by Paypal. To continue lessons a new plan will have to be created which will incur a \$20 reconnect fee.
- **TERMINATION OF LESSONS:** If for any reason, you must stop lessons, a 30 day written notice is required. **NO EXCEPTIONS.** Please email me at sharon@sharontaylor.us your intentions to terminate our agreement. Once I receive your letter I will cancel your Paypal payment plan so it will not bill you after your last payment. 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. Be advised that I have the right to terminate this agreement at any time, without notice.

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 isn't ideal. If I am in the studio waiting on you, you will be charged. No exceptions. Make up lessons cannot be rescheduled.

IMPORTANT: Each year has 4 months that have 5 weeks in them, covering all week days. Since I charge a straight tuition fee of \$120 (Basically \$30 per lesson slot), I do not charge you for that 5th week in those four months. So, to compensate and make it fair for me (since I should charge you \$150 since there's an extra week.) I take four weeks off each year. Typically two weeks off during Christmas because everyone is off for Christmas break. I will inform you when I will be taking off the other two weeks. No make ups needed for my vacation time. NOTE: If I am sick or unable to attend, I will make your lesson up during the week in another slot, on a Monday (non-typical lesson day for me), Saturday or whenever we can fit it in. OR- if something catastrophic happens and I miss more than a day or two, I will use my vacation. (Example- SNOW/ICE storm in March. Couldn't get to town. 5 days vacation. I had COVID in September, one week vacation, and make ups for the other week I missed. I keep an attendance record and promise to see that you get the lessons you paid for.)

• **ILLNESS POLICY: DO NOT SEND YOUR CHILD TO LESSONS IF THEY ARE ILL OR SHOW SIGNS OF BEING ILL! Covid has changed things for all of us. Covid procedure is appreciated. Do not come into my studio if you have been exposed, or anyone in your family is ill or showing signs of illness. We can make things up when you are well. Masks are optional. I do not wear one, but please feel free to wear one if you like. If you'd like me to wear one, I'd be happy to.** 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. If they had a fever YESTERDAY, please keep them home. It's difficult to keep my piano surfaces disinfected, but I try. **I clean all surfaces (tables, markers, door handles, key pad, piano) daily.** 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 irresponsibility. Your consideration is much appreciated. Clorox wipes and essential oils work wonders, but I need your help too!

OTHER POLICIES:

- **RESPONSIBILITY:** Sharon Taylor, Sharon Taylor will **not** be held responsible for your child once he/she has left my studio room. Do not leave your child unattended in the 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. 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 my equipment (pianos especially....) and artwork.
- **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. I am pleased to provide a waiting area for your convenience. **If you choose to remain in the waiting area, please be considerate of others and keep your other children quiet.**
- **BUILDING ACCESS:** For security purposes, I have installed a bluetooth keypad door lock on my front door. This lock automatically locks when it is closed, ensuring my safety (and my student's safety) when I am teaching and unable to attend the door and let people in. So, prior to your first lesson, each student will be given access to my building via a door code. Building access is only granted if I am here in the building. If for some reason you are not able to get in the door, **TEXT** me and I will let you in. PLEASE make sure your child GETS IN THE DOOR before you drive away. I will not be held responsible for your child left outside of my building!
- **PARKING:** Please make sure to park diagonally in front of the fence. **Like this: / / / /** Do not back in, and please do NOT hit the fence. My landlord has made it very clear that I will be responsible for any damages made to the fence! Also, please do not block access to any of the storage units. For safety reasons, I prefer to park next to the pole. If you arrive before I do, I would greatly appreciate it you would allow a space on the RIGHT of the pole for my car.
- **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, classes, performances, 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.
- **PHOTO RELEASE FORM:** If you are okay with me using your child's photo for promotional purposes that may include flyers, business cards, ads, website use, Facebook, Instagram, Twitter, etc. I will need you to sign a photo release form. You will always be informed if you or your child's photo is used in any way. This is very helpful to my business promotions and appreciated very much! If you do not want to grant access, please submit it anyway with a note that says **NO**. Thank you!

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 (s): _____

Parent or Guardian Name: _____

Best contact cell phone number: _____

Emergency contact cell number: _____

Student's cell phone number: _____

Student(s) Birthday: _____

Food Allergies? _____

Best email address: _____

Sharon Taylor Creative ~ www.sharontaylorcreative.com ~ 615-838-4863

Participant's Signature

Parent/Guardian's Signature

Participant's Printed Name

Parent/Guardian's Printed Name

Address

City

Phone Number

If participant is under 18 years old, then his/her parent or guardian must sign below.

State

Email Address

Zip Code

Date