

EMILY TOWNSEND

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2019-2020 Lesson Policies and Procedures (HPMS)

Please initial each section, sign and date at the end, and return this form to the teacher. By signing this form, you agree to respect and abide by the studio policies and procedures.

 At the Studio | All lessons take place at Highland Park Middle School. See “**Scheduling**” for lesson times. The student’s hair should be pulled back out of his/her face and their nails should be trimmed on both hands prior to each lesson. The student should bring all materials (handouts, lesson books, practice journals, etc…) to each lesson.

 Practice | The teacher expects all students to come prepared for lessons through consistent, quality practice. Students should practice at least five days a week and there is no minimum time requirement for practice. Students retain information much better with steady, consistent daily practice. It is not recommended that students “cram” practice the day before a lesson. This type of practice results in bad habits and, if continued for great lengths of time, could injure the student.

Students should have a practice journal to keep track of practice/listening assignments for each week. Bring this journal to each lesson.

 Instrument | Students should have their own instrument of good quality that is well-maintained and is the appropriate size. Instruments will be examined during the student’s first lesson and parents and the Orchestra Director will be notified of any problems regarding the instrument. Contact the teacher or orchestra director for guidance on choosing the right instrument and bow for your student.

 Scheduling | Lessons are scheduled during the student’s respective orchestra class each week. Be sure to check the teacher’s online studio calendar for the student’s lesson time. The student’s lesson time will be posted in the description for each event. The calendar will be made available to the student following submission of this form.

 Rates and Payment | Lesson rates are determined by the Highland Park ISD. The current lesson rate for the 2019-2020 year is \$22.00 and must be paid directly to the teacher. Payment for each month is due at the beginning of the first lesson of each month. The teacher will not accept fees for more than one month in advance.

	Lesson Rate	Monthly Payments*
<i>25-30 Minute Weekly Lessons</i>	\$22.00	\$88.00

*Monthly payments may vary depending on number of lessons in each month.

- ❖ Forms of payment accepted are:
 - Cash or check, made payable to Emily Townsend.
 - Digital payments are accepted through Zelle and Venmo (Emily-Townsend-28)

 Additional Materials | Some materials will need to be obtained by the student. Please contact the teacher for any help in selecting these items. Most of the items listed below are required for the student’s orchestra class. The teacher may request that the student purchase additional items not listed below.

- ❖ Lesson books
- ❖ Rosin (light rosin is acceptable for viola and violin)
- ❖ Cotton cleaning cloth for removing rosin dust from the instrument and bow
- ❖ Tuning device
- ❖ Metronome
- ❖ Music stand
- ❖ 3-ring binder OR folder for handouts and assignments

 Makeup Lessons/Rescheduling | The teacher understands that there will be times when the student cannot make their weekly scheduled lesson. The teacher will respect up to two lesson cancellations per semester for any reason that are requested more than 24 hours prior to the student’s scheduled lesson time. Makeup lessons are scheduled on select Mondays after school each month. Review the online calendar for these dates. If the first lesson of the month should be cancelled, payment for that month will be due the second lesson of that month.

In the case of illness or a family emergency, at least ONE HOUR’s notice must be given in order to reschedule the lesson or be eligible for a credit towards the next month’s lesson fees.

Without proper notification, the teacher reserves the right to deny a makeup lesson, and no credit will be given for missed lessons.

The teacher may occasionally have to reschedule a student’s weekly lesson for illness or various other reasons. The teacher will notify the student one week in advance, except in cases of illness or family emergencies, if a student’s scheduled lesson time cannot be honored. Lessons missed due to teacher cancellation will be rescheduled to that month’s makeup lesson day or credited to the student’s account.

 Official Communication | All communication regarding studio events will be delivered through e-mail. Please provide the teacher with an e-mail address that is checked regularly. Lesson cancellations should be communicated to the teacher more than 24 hours in advance of the scheduled lesson time via e-mail or phone call/text messaging. Should a student need to cancel a lesson for illness or other acceptable circumstances within 24 hours of the scheduled lesson time, the teacher should be notified by phone/text. The teacher will respond to all methods of correspondence in a timely manner.

 Lesson Termination | The student may discontinue private lessons with the teacher at any time, for any reason. Notification of lesson termination must be delivered in writing one month prior to the student’s last lesson. Tuition will not be refunded without proper notification. The teacher reserves the right to dismiss any student who frequently misses lessons, is consistently not prepared for lessons, or fails to make payments.

 Policy Changes | The teacher reserves the right to modify any of the 2019–2020 Studio Policies and Procedures at any time, without prior notice. Updated policies will be sent to the students in PDF form via e-mail.

Student signature (parent/legal guardian if student is under 18)

Date

Emily Townsend

Teacher signature

8/29/2019

Date