

# Sarah Adams Studio

VOICE AND VIOLIN LESSONS

## STUDIO POLICIES

For lessons to run smoothly and for students to get the most out of lessons, there are some policies of operation.

### ATTENDANCE:

Since there is often a waitlist for potential students, adequate consistent attendance is expected of current students. Illnesses, emergencies, and occasional vacations are expected; but when the occurrences become excessive, student progress is stunted as well as my time is ill-used. I have made it a policy in the past to always reschedule the missed lesson to keep the number of lessons each month constant. My policy with very few exceptions was I required 24-hour notice of absence (save for unavoidable emergencies). In the case of an absence that was adequately notified and was excusable, the lesson was always expected to be made up, and there were two weeks for the lesson to be rescheduled. Otherwise, the lesson and the cost of the lesson would be forfeited. With my schedule being so full, rescheduling lessons for every student who misses a lesson becomes difficult. ***It is now my policy that any student who misses more than half of their lessons or more for any two months in a six-month period will be placed under this former policy and will be expected to reschedule and make up each missed lesson within two weeks of the missed lesson, otherwise, the lesson and its cost will be forfeited.*** In the event a student is more than 10 minutes late to their lesson, the lesson will still end at the scheduled time, will not be eligible for a reschedule, and will still be the same price as a full lesson.

### PAYMENT:

The cost of lessons is \$35 per half-hour lesson. Most students will take half-hour lessons. Hour lessons are \$70 and by teacher approval only. Most months have 4 lessons in them; every third month will often have 5 lessons in them based on which day of the week the lesson is on.

Payment upfront for the month, due on the first lesson of the month is requested. Weekly payment for lessons is on a teacher-approved basis only and only for students with good attendance.

Payment by check or cash is preferred, but I also take Venmo and PayPal payments. A 2.89% fee is added to the cost of lessons for those using PayPal, to cover the extra fee charged if choosing to categorize the transaction under “goods and services.” For example: Lessons are \$35 a half-hour lesson. Most months have 4 lessons in them. In a 4-lesson month, the cost would be \$140 for non-PayPal payments, and paying through PayPal would be \$144.

#### CONDUCT:

Practice outside of lessons is expected. The amount of practice time depends on the age and development of the student. This will be discussed with the student and reevaluated on a regular basis.

In lessons, the student should be attentive and ready to learn. For special needs students, this will look a bit different for each student. Know that I expect, understand, and welcome that.

I love talking and catching up with my students and do so each lesson, but excessive conversation means less work is done.

It is best if students come to lessons in attire that allows for movement. Tight-fitting clothes and shorter hemlines make some exercises impossible. There aren't any aerobic exercise types of activities, but lessons do regularly use exercises that promote flexibility and posture.

Please sign below stating that you have read these policies.

My Best!

Sarah