

## **Studio Policies**

### **Schedule**

There are 2 semesters each year. The first semester is from September to January. The second semester is from February to May. I will send a detailed schedule each semester of the start and end dates of the semester as well as breaks.

### **Payment**

Payments are due at or before the first lesson if you are paying by semester. Or they are due at or before the first lesson of the month, if you are paying monthly. Payment may sometimes increase due to increasing costs.

### **Make Up Lessons**

I do not offer make up lessons. However, if you are unable to come, there are a few options.

- Join the lesson swap list. If you sign up, I will email you a list of parents and phone numbers. If you cannot come on your scheduled day and time, but someone else's time works for you, ask them if they will switch lesson times with you. If there is miscommunication somehow, and two students come at the same time, I will teach the one that usually comes at that time. By signing up for the swap list, you are agreeing to give your phone number to other people.
- Do a google meet, or zoom meeting. This is a good option if your child is sick and contagious, but well enough to sit at the piano or you need to stay home for any reason.
- If you'll be out of town or are too busy on lesson day, you can record your child playing, send it to me, and I will send back feedback and instructions on what to do next.
- You can make sure to attend the group workshop.
- If all else fails, I will spend the time of the lesson preparing and working on behalf of your child.
- If I cannot teach at some time during the semester, I will teach an extra lesson the week after the semester is over.

### **Tardiness and Pick Up**

If students are late, we will still end the lessons as scheduled. Please be no more than 10-15 minutes late picking up your child.

Siblings waiting for each other must wait in the designated waiting area. They may bring things to do while sitting quietly.