

Melody Paws Studio Policy

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Ground Rules

- ❖ Behavior
 - Students are expected to
 - Behave as if they were in school
 - Treat others with kindness
 - Take good care of equipment being used
 - No Foul language
 - Stay positive!
 - Curious minds are welcome
 - Students are highly encouraged to have fun, make music, and laugh!:)
- ❖ The use of a cell phone during lessons is prohibited unless for educational or emergency purposes.
- ❖ Studio Mascot!
 - Dena is a boxer mix who is our studio mascot and loves the flute! Any animal allergies or concerns regarding dogs must be communicated to the instructor prior to the first lesson.
 - Please treat Dena as your own pet
 - No rough play, feeding, or pulling
- ❖ Home
 - Students will only be allowed in the studio room, studio restroom, and designated waiting area of the home. The rest of the home is restricted to the teacher only.
 - Students under the age of 16 must be accompanied by an adult
 - Students over the age of 16 must be picked up directly after each lesson in a timely manner. The teacher reserves the right to charge further lesson fees if parents are more than ten minutes late. Excessive lateness will require parents to accompany the student for future lessons or may result in removal from the studio.
 - The studio door is to remain open at all times

Communication

- ❖ Studies show that parental involvement is the key to success in a child's musical career and is therefore important to address any questions or concerns you have regarding your child's musical studies or studio policies.
- ❖ Contact hours for the studio is Monday through Friday 9:00am-5:00pm. Any attempt to contact the studio outside of business hours may not receive a reply until regular business hours resume.
- ❖ Parental Behavior-While the studio cannot and will not dictate parenting styles and discipline we do ask that you refrain from any hostile, short, or disruptive behavior during

lesson. Behavior such as this can be uncomfortable for all parties involved and interrupt the learning flow. The studio highly encourages family members and parents to positively and actively engage in the learning process.

Lesson Formats

- ❖ A wide variety of lesson formats are offered including online, in home, in studio
 - Online lessons can be very productive but only if you have access to the proper materials
 - Additional materials required for online lessons include a microphone, computer/tablet, good internet connection, and a printer
 - The studio is willing to offer online formats without these materials but the lesson quality is not guaranteed and the studio will not be held responsible for missed time due to technology complications.
 - In home lessons
 - Travel fees may be applied to parents looking for in home lessons
 - Parents must provide a distraction free location and have a music stand for the student

Equipment

- ❖ Instrument in good working condition
- ❖ Pencil
- ❖ Assigned Music
- ❖ Stand (for home use)
- ❖ Metronome (can download app)
- ❖ Tuner (can download app)

Practice Policy

- ❖ Students are required to follow their daily practice schedule laid out by the teacher.
- ❖ Failure to do so will impact the students ability to meet goals and make lessons less productive.
- ❖ Students who miss lessons or goals due to lack of preparation will not qualify for make up lessons.

Attendance/Make up Lessons and Refunds

- ❖ Lesson cancellations must be made 48 hours prior to the scheduled lesson in order to qualify for a makeup lesson.
 - Make up lessons are offered on a very limited schedule and are not guaranteed.
 - If a lessons is canceled within the 48 hour period payment for the lesson is still required and no makeup will be offered
- ❖ Parents and students are responsible for being on time to each lesson. Any tardiness is a

forfeit of lesson time and will not be eligible for makeup.

- ❖ Tardiness of more than half the lesson time with no contact is subject to the loss of entire lesson.
- ❖ Qualified make up lessons expire within three months of the missed lesson
- ❖ Exceptions to these policies can be made at the teachers discretion
 - Some of these may include illnesses, weather related incidents, or teacher cancellation
 - Under no circumstances is a child allowed to attend a lesson sick with symptoms including cough, runny nose, vomiting, diarrhea, or fever. Any attempts to have a lesson under these conditions will result in a forfeit of services and still require payment. ***multiple occurrences will result in refusal of service.

Payment Policy

Weekly Payments

- ❖ Weekly payment options are allowed at the discretion of the instructor
 - These are due prior to the start of each lesson
 - If payment is not offered at the start of the lesson then services will not be provided and the studio, and payment is still expected for the time reserved
 - A second occurrence of missed payment will require a switch to monthly payments before lessons may continue; if it is the middle of the month then the rest of the month must be paid for in advance prior to the next lesson

Monthly Payments

- ❖ Studio tuition is due on the first lesson of the month.
 - This amount will vary based on how long and often lessons are requested.
- ❖ After the fifth of the month there will be a \$15 late fee charge and another \$10 charge for each week that it is late.
- ❖ After two weeks past tuition due date the teacher reserves the right to withhold services until payment has been made.
- ❖ Preferred payment methods are cash, paypal, or venmo. Checks will be accepted but are subject to a \$25 fee for any returned checks. Checks will no longer be accepted after the first returned check.

Withdraw From Lessons

- ❖ Melody Paws requires a two week notice if you choose to withdraw from your lesson. A Late withdraw notice will result in a charge of two weeks worth of lessons.

****Financial Hardship-If you are experiencing financial hardship please reach out to me. These policies are at the discretion of the studio and am more than happy to work with you. :)

By Signing you agree to adhere to Melody Paws studio policies,

Signature:

Date:
