



## Alleycat Music Studio Guidelines

### ***Tuition***

The studio will have a tuition schedule based on the number of lessons per trimester, to be pre-paid on a monthly basis. Trimesters mirror the school year, and are as follows: September 1 - December 31; January 1 - May 31; June 1 - August 31. Monthly tuition amount will be communicated at the beginning of each trimester, for the months that fall within that trimester.

**Monthly Tuition:** Tuition is due on or before the first lesson of each month.

**Printing Fee:** Annually, a printing fee per family will be due with the September 1 tuition payment. This fee covers ink, paper, stickers, and other Studio consumables. Printing fee is not refundable if student withdraws.

**Activity Fees:** Fees for festivals, competitions, enrichment opportunities, etc. through the year will be communicated and invoiced as they occur. Payment will be due by the next tuition payment.

**Music/Books:** As your student progresses, I will buy appropriate materials and assignment books. These materials will be invoiced as they occur, and payment will be due by the next tuition payment.

Payment methods accepted are cash and personal check (made payable to **Alice Henry**).

### ***Attendance***

I will make every attempt to remain flexible with scheduling, as I have in the past. However, please understand that I reserve a time each week for one-on-one interaction with your student, and attendance is expected. This principle is consistent with other paid extra-curricular activities and clubs. While missed lessons will not be refunded, makeup opportunities will be available. Unless an alternate time is mutually agreed upon, makeups will occur during the dedicated makeup week at the end of each trimester.

**Schedule:** Lessons are weekly. I will provide a calendar at the beginning of each trimester, indicating lesson weeks and the makeup week for that trimester.

**Excused Absence:** If notification of an absence is received by lesson time, this is an excused absence. Excused absences can be made up.

**Unexcused Absence:** If your student misses a lesson without notification prior to his/her lesson time, this is an unexcused absence. Unexcused absences cannot be made up, and tuition is forfeited.

**Extended Absence:** Extended absence (defined as missing 4 or more consecutive lesson weeks per term) must be communicated and quantified prior to the period of absence. Your student's spot in the Studio is not guaranteed upon his/her return after an extended absence. Pre-paid tuition for lessons missed during an extended absence may be refunded, at Alleycat Music Studio's discretion.

**Makeups:** All makeup lessons (unless otherwise scheduled) will occur during Make-up Week (the last week of every term). Students with perfect attendance will have that week off.

## ***Home Practice***

Correct and consistent practice habits are integral to a student's success in music lessons, and are expected as a supplement to lesson time. This ensures lesson time is productive for both student and teacher. Lesson time is not meant to be practice time!

**Enabling quality practice:** As a parent, you can enable your student to maximize success and enjoyment in music.

- Arrange a set practice schedule for your student, and insist on it being kept.
- Provide a practice setting free from distraction (e.g., siblings, pets, TV, cell phone, etc.).
- Ensure your student is meeting weekly practice goals.
- Ensure your student is checking the assignment book for proper materials to practice. Younger students (ages 5 - 7) will need hands-on guidance. Older students will still benefit from a weekly check-in.
- Ensure your student brings all correct music and materials to lessons each week.
- Ensure your student has completed all written assignments and is fully prepared for each lesson.
- Actively listen to your student practice, to ensure practice time is spent constructively. Quality is key!

**Practice calendar:** I require the use of the practice calendar. Practice time must be recorded, and calendars must be signed by a parent each week.

## ***Withdrawal from the Studio***

At the time of withdrawal, your account must be in good standing. Unpaid tuition for lessons rendered must be paid prior to withdrawal. Pre-paid lessons that would have occurred after the withdrawal date may be refunded.

These guidelines are effective as of September 1, 2015, and may be revised by Alleycat Music Studio at any time. Students and their families will receive an updated Guidelines document as necessary.

**I understand and agree to the Alleycat Music Studio guidelines as set forth in this document.**

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*(Print Parent's Name)*

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*(Parent's Signature)*

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*(Date)*