

# **Music Studio of Joann S. Richardson**

## **Studio Policy: September 1, 2019 - August 31, 2020**

Welcome! As the teacher, I look forward to guiding the student's musical education by carefully planning for and working with the student. The student agrees to practice faithfully and attend lessons regularly, including during the summer months.

By agreeing to the terms of this studio policy, the student/parent agrees to the course of study as a year-long whole, not for each individual lesson. Therefore, tuition will not change should the student miss a lesson. There will be no refunds or tuition adjustments for early withdrawals.

### **TUITION RATES**

#### **1. FOR SCHOOL-AGE STUDENTS**

**A fixed monthly tuition rate is paid during the school year from September 1, 2019-June 30, 2020.**

**30 minute lesson = \$126.00/month (available only to beginners)**

**45 minute lesson = \$162.00/month**

**60 minute lesson = \$198.00/month**

**90 minute lesson = \$297.00/month**

Monthly tuition remains the same from September-June, even though some months have five lessons and others may have two or three. Tuition has been averaged over the school year, taking into account studio closures listed below.

During the summer months (July and August), school-aged students pay the adult tuition rate (as shown immediately below).

#### **2. FOR ADULT STUDENTS**

**Tuition varies monthly based upon the number of scheduled lessons in each month. To calculate tuition for a given month, multiply the tuition rate by the number of scheduled lessons in the given month.**

**30 minute lesson = \$35.00/per lesson (available only to beginners)**

**45 minute lesson = \$45.00/per lesson**

**60 minute lesson = \$55.00/per lesson**

**90 minute lesson = \$83.00/per lesson**

### **PAYMENT**

Payment is due at the first lesson of the month for all scheduled lessons in a given month.

Tuition is non-refundable unless the teacher is not available to teach.

No invoices will be sent. A late fee of \$15.00 may be assessed for tuition that arrives after the 15th of the month.

Accepted payment methods are personal check, cash, and automatic monthly payment through a financial institution.

### **CANCELLATIONS BY THE TEACHER**

Any lesson cancelled by the teacher will be made up or credit will be given.

### **CANCELLATIONS BY THE STUDENT**

No credit, refund, or make-up lessons will be given for student-initiated cancellations except for excused absences as provided for below.

## **EXCUSED ABSENCES**

Excused absences require seven (7) days notice, except in case of illness, emergency, or inclement weather (see terms below).

A maximum of four (4) lessons per year may be made-up for excused absences, subject to availability.

## **ILLNESS AND EMERGENCY**

Provided at least three (3) hours advance notice has been given to the teacher, lessons missed due to illness will be considered excused absences. In order to prevent the spread of illness, students who are sick must cancel.

Lessons missed due to emergency will be considered excused absences. In case of emergency, please contact the teacher as soon as feasible.

## **INCLEMENT WEATHER**

Lessons missed due to inclement weather are excused absences.

If the Central Kitsap School District is closed, then the studio is closed.

If the studio is open but travel from the student's location to the studio is unsafe, then the student should contact the teacher (preferably by phone or text) to cancel. For the absence to be excused, the teacher must be notified in advance of the scheduled lesson time. Weather conditions vary greatly in Western Washington. Therefore, the teacher may not be aware of weather conditions in the student's geographic area.

## **UNEXCUSED ABSENCES**

With the exception of emergencies, if the student is more than fifteen (15) minutes late and has not called or texted the teacher, then the lesson is cancelled and considered a no-show. No-show lessons are unexcused absences and, as such, are forfeited.

## **MAKE-UP LESSONS (limit of 4 per studio policy year)**

Make-up lessons are not guaranteed. Based upon availability, make-up lessons may be scheduled for excused absences within 30 days of the date of the missed lesson. Beyond 30 days, the lesson is forfeited.

If rescheduling is desired, the student must initiate the request. If the student does not initiate rescheduling, then the teacher will assume that rescheduling is not desired by the student and the lesson will not be made up.

Make-up lessons will take place only on days when the studio is open.

Make-up lessons will only be scheduled once. Once a make-up lesson has been scheduled, if a student cancels the make-up lesson, then there will be no further rescheduling and the lesson is forfeited.

Up to four (4) excused absences per year may be made-up in the following ways:

If there is time in the schedule between students, the teacher may lengthen several subsequent lessons.

If the teacher has routinely lengthened lessons prior to the absence, then the extra time accrued from previous lessons will be considered the make-up time for the absence and no further make-up lesson will be scheduled.

Make-up lessons may be available during break periods, subject to availability.

Lessons may be rescheduled during open time-slots on days when the studio is open.

If multiple family members are sharing a lesson time-slot and if one member of the family is absent, then the other family member(s) lesson(s) may be lengthened to fill the entire time-slot.

## **MISCELLANEOUS**

### **Federal Holidays and Non-Student Days at School**

Lessons will be held as scheduled.

### **Student Extended Leave of Absence**

If the student wishes to take a break from lessons, the student has two options:

1. Maintain the reserved lesson time-slot through continued payment of tuition.
2. Release the reserved lesson time-slot by discontinuing payment. Re-enrollment is subject to the teacher's availability.

### **Late Arrivals**

If a student arrives late for a lesson, then the lesson will still end at the scheduled time.

### **Lesson Observation**

Parents/Guardians are always welcome and encouraged to attend a student's lesson. Others may observe at the discretion of the teacher.

### **Siblings and Friends**

Only siblings and friends who are taking lessons may wait at the studio. Siblings and friends who are not taking lessons may not wait at the studio unless they are supervised by an adult.

### **Not Included in Tuition**

Costs for instructional materials, fees for participation in events outside of the studio, extra lessons, special programs, fees to replace items borrowed from the studio that have been lost or damaged, teacher attendance at student events that are not arranged-for through the studio or for events outside of the local Kitsap County area, additional musical services from the teacher (accompaniment, ensemble coaching, playing for weddings), and other miscellaneous expenses are not included in tuition.

### **Adjudications, Festivals, and Other Performance Opportunities**

Student eligibility will be determined by the teacher based on preparedness of the student.

The teacher may withdraw an unprepared student from an adjudication or festival up to the date of the event, even if the student has paid a non-refundable entry fee. No refunds are given for withdrawals.

## **TERMINATION**

Should the time come for withdrawal from lessons, lessons will terminate at the end of the month. Two weeks notice prior to termination is required.

No refunds or tuition adjustments will be given for early termination.

Termination may be initiated by the student or the teacher.

Although teacher-initiated terminations are rare, causes for teacher-initiated termination may include, but are not limited to, the following action(s) by the student and/or the student's family: failure to abide by studio policy; non-payment or repeated late payment; uncooperative attitude during lessons; repeated lack of preparation; repeated cancellation of lessons; willfully and/or repeatedly damaging studio property; and treating the teacher, the teacher's family, and/or fellow students disrespectfully.

## **STUDIO CLOSURES**

September (Dates to be Announced): 2 Week Break Period

December 23-January 3: Winter Break

March 30-April 3: Spring Break

**AUTHORIZATION FOR PHOTOGRAPH AND VIDEO USE**  
**(please indicate choice with initials)**

\_\_\_ I agree to the use of photographs and/or video recordings of the student for promotional or educational purposes by the teacher. The name of the student will not be included with the photo/video.

\_\_\_ I do not agree to the use of photographs and/or video recordings of the student for promotional or educational purposes by the teacher.

**ACCEPTANCE OF POLICY TERMS:**

**I have read and agree to abide by the policies of the music studio of Joann S. Richardson.**

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Parent's Signature, when the student is a minor)

\_\_\_\_\_  
(date)

**Required: Emergency contact name(s), phone number(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Required: Regular contact information (address, phone numbers)**

**Optional: Any other information (for example: allergies; medical conditions; student's learning style)**

\_\_\_\_\_  
\_\_\_\_\_

**Optional: Student's birthday** \_\_\_\_\_

**Optional: I do not routinely provide transportation to students. However, if parents wish to give authorization for me to provide transportation for their child(ren) should the need arise, I must have this Authorization and Release Form on file. This Authorization and Relief Form is to be renewed annually.**

**AUTHORIZATION AND RELEASE FORM**

**1. PARTIES:**

"TEACHER": \_\_\_\_\_ Joann S. Richardson

"PARENT": \_\_\_\_\_  
(Name of Parent or Legal Guardian)

"CHILD": \_\_\_\_\_  
(Name or Names of Child or Children Covered by Authorization)

**2. AUTHORIZATIONS: By placing his or her initials next to the corresponding activity set forth below, the PARENT authorizes the TEACHER to undertake that activity on behalf of the CHILD:**

Initials                      Activity

\_\_\_\_\_ :                      Transportation of the CHILD by a motor vehicle operated by TEACHER or his, her, or its agent.

**3. RELEASE: The PARENT agrees to indemnify, release, and hold harmless TEACHER, his, her, or its agents and representatives, from any claims or causes of action arising or related in any respect to the activity or the CHILD'S participation in such activity.**

SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_