

**Music Studio of Joann S. Richardson**  
**Studio Policy for Youth: September 5, 2021 - September 3, 2022**

Welcome to the Music Studio of Joann S. Richardson. The student agrees to practice faithfully and attend lessons regularly. The teacher agrees to plan carefully for and work respectfully with the student.

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 or late enrollment.

**FIXED MONTHLY TUITION FOR WEEKLY LESSONS IS:**

**30 minute lesson = \$141.00/month (available first year only; only for young children)**

**45 minute lesson = \$175.00/month**

**60 minute lesson = \$209.00/month**

- This studio operates on a year-round basis and does not take the summer off.
- Monthly tuition anticipates 41 scheduled lessons and has been averaged over 12 months.
- Tuition remains the same even though some months have 5 lessons and others may have 2, 3, or 4.
- Tuition remains the same, even if the student does not attend a lesson.

Included in the tuition calculation are:

- 4 weeks of leave for the student.
  - No tuition adjustments will be made for student leave in excess of 4 weeks, except for extenuating circumstances.
  - Monthly tuition is due whether or not the student attends lessons, even if the student chooses to take off an entire month.
- 4 weeks of leave for the teacher.
  - Lesson time missed by the teacher in excess of the allotted 4 weeks may be made up using a student's banked time (time that the teacher has extended the student's previous lessons).
  - Tuition adjustments will be made if enough banked time is not available to make up for lesson-time missed by the teacher.

**PAYMENT**

- Payment is due at the first lesson of the month.
- Tuition is non-refundable.
- Accepted payment methods are automatic monthly payment through a financial institution (preferred), personal check, and cash.
- No invoices will be sent. A late fee of \$15.00 may be assessed for tuition that arrives after the 15th of the month. Any fees for checks returned for NSF will be paid by the student/parent.

## **BONUS LESSONS**

Should the student complete the contracted 41 lessons before September 3, 2022, then the following options may be taken:

- The student may take the rest of the time off as vacation.
- The teacher may take the rest of the time off as vacation.
- The student may choose to take the remaining lessons free-of-charge.

## **ABSENCES/ILLNESS/TRANSPORTATION ISSUES/ONLINE LESSONS**

*Students are not allowed to come to the studio if they are sick (even with minor illness).*

- For minor illness (like a cold), the lesson will take place using an online platform.
- All absences require advance notice, except in case of sudden illness or emergency.
- The teacher will work with each individual student to determine which lessons will be in-person and which will be online.
- Should a last-minute online lesson be needed (transportation issues, minor illness), please contact the teacher by text message, phone (leave message), or email message. The teacher may not immediately reply if she is teaching.

## **LATE ARRIVALS**

If a student anticipates arriving late, then the teacher should be informed by phone or text message. Please leave a message if communicating by phone. If a student arrives late for a lesson, then the lesson will still end at the scheduled time.

## **NO SHOWS**

With the exception of emergencies, if the student is more than fifteen (15) minutes late and has not called or sent a text message to the teacher, then the lesson is considered a no-show and is therefore cancelled and forfeited. Forfeited lessons count against the student's allotted four (4) weeks of leave.

## **EXTENDED LEAVE OF ABSENCE**

If the student wishes to take a break from lessons, then 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 availability.

**INCLEMENT WEATHER-Lessons will still take place at the usual time using an online platform. The student must communicate with the teacher when changes are necessary due to inclement weather.**

- If the Central Kitsap School District is closed, then the studio is automatically closed to all in-person lessons. All lessons will take place at the usual time using an online platform.
- If the studio is open but travel from the student's location to the studio is unsafe, then the student will be taught remotely at the usual lesson time using an online platform.

## **FEDERAL HOLIDAYS AND NON-STUDENT DAYS AT SCHOOL**

Lessons will be held as scheduled, with the exception of Labor Day, Thanksgiving Day, Memorial Day, and Independence Day. Lessons scheduled on those days will be re-scheduled.

## **LESSON OBSERVATION**

- **Parents/Guardians** are always welcome and encouraged to attend a student's lesson.
- **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.

## **FEES FOR EXTRA LESSONS ARE:**

**30 minute lesson = \$41.00/per lesson**

**45 minute lesson = \$51.00/per lesson**

**60 minute lesson = \$61.00/per lesson**

## **ADJUDICATIONS, FESTIVALS, 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 event 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/or treating the teacher, the teacher's family, and/or fellow students disrespectfully.

## **STUDIO CLOSURES**

December 19-January 2: Winter Break

April 3-April 9: Spring Break

**AUTHORIZATION FOR PHOTOGRAPH AND VIDEO USE**

**please indicate choice with initials (parent indicates choice, if the student is a minor)**

\_\_\_ 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.**

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(Parent's Signature)

(date)

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

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

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

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**Optional:** Student's birthday (I play the birthday song to the student if I know the date.)

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