

Maria Lord-Kniveton's Private Music Studio Policies

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- **Location:** Waterford, MI
- **Materials**
 - I have recommendations about music, but I also let students give input and play things they like that are at their level.
 - The student is responsible to pay for music and other lesson materials. I can buy the materials and pass on savings from my teacher discount to the student.
- **Practice**
 - Students are expected to practice at home using the practice goals I assign during each lesson.
 - Recommended practice levels will vary based on age, level, and goal of lessons.
- **Payment**
 - Payment can be made via cash, cheque, or PayPal transfer, and is expected at the time of the lesson.
 - For rates, see options in lesson packages. Note that a 60 minute lesson slot may be shared by two members of the same family. Additional members of the family taking consecutive lessons would also receive the discounted rate.
- **Tardiness and Cancellations**
 - If you are late, I will teach until the end of your normal time slot. I do my best to keep lessons right on schedule, but in the extremely unusual case that I am more than 5 minutes late, I will extend the lesson for no extra charge if possible, or give a refund for the time missed from your lesson if not.
 - Please contact me as soon as possible if you need to cancel. If you have to cancel on the day of, even a few extra hours of notice can help me plan my day more effectively.
 - Makeup lessons are subject to teacher availability. They will not be available unless you give at least 48 hours notice or with the exceptions of sickness, family emergency, or extreme weather conditions (see details on next page).
- **Issues with the teacher/discontinuing lessons**
 - Please let me know if you are experiencing issues with me or my teaching, especially if this means you are considering discontinuing lessons! I want to work together to resolve anything we can.
 - If you need to discontinue lessons, please notify me as soon as you are able so I can make that time available for another student.

Lesson Rates

- Per-month rate
 - Rate: \$120/month for half hour lesson; \$200/month for hour lessons
 - Pros:
 - Slightly lower rate
 - Keeps costs consistent month to month for budgeting purposes
 - Less hassle – only one payment per month
 - Encourages consistent attendance since you are paying for it either way
 - Cons:
 - You will have to pay for lessons whether you attend them or not (if you have a situation that would require pausing lessons for three weeks or more, let me know and we can work the details of that out).
 - I occasionally need to cancel lessons due to traveling, sickness, etc. I may offer makeup lessons at my discretion, but I will only reimburse you for lessons I miss if I exceed four absences for the year (the number of times there are five weeks in a month).
- Per-lesson rate
 - Per-lesson rate: \$35/half hour lesson; \$60/hour lesson
 - Per-lesson attendance policy: if you cancel with less than 48 hours notice or if you cancel more than seven lessons in a six month period (January-June or July-December), please be prepared to pay for the extra missed lessons in addition to your normal lesson at the next lesson you attend.
 - A 60 minute lesson slot may be shared by two members of the same family. Additional members of the family taking consecutive lessons would also receive the discounted rate.
- Exceptions:
 - Sickness – if your child is sick or you are not able to bring them because you are sick; I do reserve the right to ask for a doctor's note in the event of recurring sickness.
 - Family emergency – for example, a funeral. NOT that one of your children locked the cat outside in the winter.
 - Weather – reflected in public school closures.