

Larksong Studio Policy 2013-2014

Contact:
Melissa Larkin Schultz
(706)434-9929
melissa@larksongstudio.com
www.larksongstudio.com

Lesson Length and Frequency:

Lessons are available in 30 and 60-minute segments. I can help you determine what lesson length is appropriate if you are unsure. I do expect students who take 60-minute lessons to practice for more hours each week than students taking 30-minute lessons.

Rates and Payment:

30 minutes = \$20

60 minutes = \$40

I am adopting a strict payment policy this year. **Payment for each month's lessons will be due at the first lesson of every month.** Preferred forms of payment are by check or PayPal. If you prefer to pay by PayPal, please let me know prior to the first lesson of the month and send me the email address at which I can invoice you. Please note whether the calendar month will include 4 or 5 weeks of lessons. For instance, a student taking 60-minute lessons in a month with 4 lesson days would pay \$160 at the first lesson. If payment is not received at the appropriate time, the lesson will be canceled. See below regarding missed lessons.

Attendance/Cancellations:

Lesson times are reserved for each student at the start of the semester and are a firm commitment. I understand that sometimes things beyond our control arise. There may also be times when I will need to cancel a lesson due to an audition/performance opportunity. Therefore, in order to be fair to the use of both your time and my time, the following policy shall be in place:

If I have to cancel a regularly scheduled lesson due to my audition/performance schedule, I will do my best to arrange a time to make up that lesson within the calendar month. If a make up time cannot be arranged within the calendar month, I will credit the cost of that lesson to your payment schedule for the following month. This does not apply to the days that I have listed already in this document as being days I am not teaching during the year, as they would not be included in your regular payment anyway.

In order for a student to qualify for a make up lesson due to absence, I require a 48-hour advance notice. Please notify me of scheduled absences (i.e. school performances, trips, etc) AS SOON as you are aware of them. I will make an exception to this if the student becomes violently ill the day of a lesson, or an extreme emergency takes place, etc. If the appropriate notification is not given and the student misses their lesson, a refund will not be given.

*Note: Please do not look at this policy as an instruction to come to your lesson while ill. If you are suffering from a bad cold, strep, etc two days before your lesson, chances are not that you will have made a sufficient recovery to benefit from a lesson anyway within two days. It is better to call me and cancel at that point so we can schedule a make up lesson. Confine the germs, rest, and drink plenty of fluids so that you can feel your best as soon as possible. ☺

Location:

Lessons take place at St. Paul's Episcopal Church at 604 Reynolds Street in Augusta. If your lesson is before the church office closes, you may enter through the office doors and wait in the room adjacent to our lesson room. Feel free to knock on the door at your lesson time. If your lesson takes place

after the church office has closed, please plan to enter through the back door and text or call me when you arrive so I can open it for you. I can't hear you knocking at that door, and it will be locked for security purposes. For parents picking up younger children, please plan to meet them in the room adjacent to our lesson room as soon as their lesson is finished in order to facilitate quick transitions between students. Thank you!

Promptness:

If it is time for your lesson and I haven't opened the door yet, please feel free to knock! I might have gotten carried away and lost track of time while teaching. You deserve your full lesson time so don't be shy!

Communication:

The majority of communicating about lessons, schedules, recitals, and upcoming events will be done via email. Please be sure to list an email address on your contact form that you check on a daily basis. You must communicate with me about problems with scheduling or payment. I will do my best to be flexible on both fronts, especially if you have extenuating circumstances.

Materials:

****Piano Students****

Please bring your music, practice chart and a pencil with you to every lesson!

Buying music is an absolute necessity for lessons. I draw from a variety of standard lesson books and will direct you to the book appropriate for you or your child's level. Most students will need two books per level (repertoire and lesson work books).

****Voice Students****

Please bring music, a pencil, and water with you to every lesson!

Buying music is an absolute necessity for lessons. Copyright laws are incredibly strict and the fines are severe. It is important for the student to have his or her own music. I recommend that each student expect to buy a minimum of one book per year of study. Some students may need to buy slightly more due to their goals/musical needs. I strive to direct students to books that will give you the most "bang for your buck". Most books I use cost between \$15-30 and contain anywhere from 15-40 songs. Students will need at least one repertoire book and one sight-singing/technique book when beginning lessons. I will direct students to appropriate materials.

While not required, a recording device is an excellent tool at lessons. Recording a lesson allows the student to go back and hear differences in their sound they might not have heard during the lesson, remember technique exercises taught, concepts discussed, etc. This is a HUGE aid in growth week to week. Possible devices include iPods, smart phones, laptops (some have basic recording software), digital voice recorders, etc.

****Note**** *Please refrain from wearing perfumes and strongly scented lotions on the day of your lesson, as I am very sensitive to strong scents, and you never know who will be in the room after you that may have scent allergies!*

I have read and understand the 2014-15 studio policy. I agree to abide by the principles set forth in the policy.

Student signature _____ Date

Parent's signature _____ Date

Parent email address _____

Parent phone _____

Student email address _____

Student phone _____