



Cindy L. Deane

♪ Private Instruction ♪ Coaching for sectionals & small ensembles ♪ Masterclasses ♪

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## Lesson Policy

*Please keep 1 for your records, sign and initial one to return for my records.*

**Student responsibility:** Students agree to arrive at each lesson punctually, well-prepared, and with their instrument, books/music, and necessities (mouthpiece, case, cleaning supplies, pencil, etc). A good quality (student level or higher) instrument, kept in good repair, is required for lessons and is also vital to a student's ability to make progress. If you're considering buying a new instrument please talk to me first to make sure your money is well spent. To make good progress, practice on most days is necessary and if there is something you don't understand please ask. If something is happening at home or school that is affecting your child please let me know so I can be sensitive to the needs of your child. A quick text on the way to your lesson is perfect. All students are encouraged to play in their school band, if available, in addition to their private lessons, in addition to any studio recitals I may organize. Students are encouraged to join a local youth symphony once proficient to gain valuable orchestral experience that many schools lack. Orchestral playing is valuable and slightly different from concert band. Students are encouraged to find other opportunities to perform, such as Solo/Ensemble, with a chamber group, playing a duet with a friend, in their church, for friends and family. Performing builds confidence and helps you excel!

Students are expected to get appropriate materials, including books that are required. If you can not for some reason purchase something, it may be possible to use my lending library, but arrangements must be made, and there's no guarantee I have what you need to lend. There are a number of music materials available for free now online, but you must download and print, it really depends and not for everything and every instrument/voice.

**My Responsibility:** I will teach your child music and playing technique for French Horn, Trumpet, Trombone, Voice or Piano. I teach private music lessons for many reasons, one of which is to share something I love and which has been a huge part of my life since childhood. Some of my fondest memories are from my time spent playing music. With the social challenges kids face today in schools there's no doubt that making friends with kids with similar interests, such as music, will make school a lot less challenging, and more enjoyable. My studio is a positive and friendly environment. I will adjust the curriculum to meet your child's specific learning needs.

**Scheduling Lessons:** Lesson time is scheduled upon availability. If someone is studying on a regular basis, lesson times are scheduled for the same time once a week, under normal circumstances. Students are able to achieve greater success and more understanding of what is being taught in the lessons with some regular reinforcement and repetition. This works best when lessons are scheduled weekly. There is a tendency not to practice regularly with biweekly lessons.

**Missed lessons:** If a student misses a lesson, they will simply miss the benefit of that lesson. I will then use that time or other times to plan for the student's progress, locate materials, etc. Remember that your tuition pays for far more than just lesson time with your child. If your child is sick but still feels alright you can also opt to take a lesson via Facetime, Skype, Google Hangouts. Another option is to simply call to chat about your child's progress during the time that is reserved for your child. Your child can also make a video of something they are working on for their lesson and send it to me to comment on. This may be done via private YouTube video...You can make the video private and email me the link. It should be sent during the regular lesson time for comments and further assignment. I can email you comments back and possible instructions for something else to work on.

**There are no refunds, discounts or makeups given unless I, the teacher, am unable to teach the promised number of lessons, or unless you encounter severe illness, severe weather conditions, death in the family – or family emergency.**

**Payment Policy:** Students studying on a regular basis are expected to pay tuition for lessons on a monthly basis: Please make payment by the last lesson of the prior month, by the 29th of August if it is for September, but no later than the first lesson of the month, unless other arrangements have been worked out. Checks can be made payable to **Cindy Deane**. You may make payments via Paypal under my email address, check, cash, and possibly Venmo soon.

**Overdue tuition:** If a monthly installment has not been received on the first lesson of the month, a \$10.00 late fee may be added. If you pay the last lesson of the prior month you shouldn't have any issues.

**Tuition Fees:** To avoid confusion of pricing, I have changed how the monthly fees work. You now pay tuition equally every month.

You no longer pay for the extra 5<sup>th</sup> week you are taking regular lessons, but the same fee every month. During holidays and school breaks, there may be less than 4 weeks of lessons. However, there are many months that may have 5 weeks, and it evens out in the end. You will no longer be required to pay for that 5th week. Make up lessons needed due to teacher cancellation or other reasons listed above may also be made up during this time when there is a 5th week in the month, as well as other time as available and established in agreement with teacher, parent, and student. Paying monthly saves you money. Students who pay and study regularly have a discounted rate when they pay monthly.

**Tuition and Additional Registration fee information:** Monthly Tuition & an annual Registration Fee covers not only the actual lesson time spent with the student, but time preparing for each student as well.

This includes but is not limited to:

- An individualized plan for each student's course of study
- Written progress reports for each child at least once a year
- Training and experience
- Repertoire planning
- Professional organization memberships
- Continuing education, professional development
- Music lending library
- Studio expenses: studio rent in some locations, software, websites, teaching materials, accounting, etc.
- Time spent on Email, texts, and Phone calls
- Music supplies

\* **Discontinuing/stopping Lessons:** Every student stops taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. For this reason, the teacher asks for preferably one month's notice, **or minimum of 2 weeks**, in writing prior to discontinuing lessons. However, the teacher respects the student's right to end lessons at any time. **Note:** At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences, do not come prepared to lessons, regularly late for lessons, or if they show a lack of interest or respect. **Similarly, if no notice is given, the teacher may ask you to pay for a minimum of 2 weeks of lessons.**

**Photo and Video Release Form:** From time to time I may use photos or short videos of my students online sites related to my studio, studio pages, teacher blogs and my website. These videos and posts are helpful to other teachers and students from time to time. Also, other students can see what each other is working on. If you do not want your child's image or video to be used, please let me know. We may still take videos for your own use to better the students progress. In general, I think students love to see their pictures and videos on the website or teaching page. They find it motivating and exciting to think that others want to know what they know. The students are identified only by first name, if at all. You are free to comment or tag yourself online, should I end up using a studio facebook page or such, which I would inform you about.

X \_\_\_\_\_ I allow you to photograph or record my son or daughter. I understand only their first name will be used at most, unless I decide to tag myself or my child online.

X \_\_\_\_\_ I have read and understand the lesson policy.

\* Lesson length agreed to with instructor is \_\_\_\_\_ for the fee of \$ \_\_\_\_\_ per month and registration fee of \$ \_\_\_\_\_

Music materials purchased ahead of time by teacher will be paid in full at the lesson used. Notice will be given ahead of time. Sometimes advance notice may require the parent/student time to purchase their own music.

Thank you for your cooperation! I hope you enjoy your time learning music as much as I enjoy helping you achieve new heights to your musical experiences! Happy playing!

CORdially,

Cindy L. Deane

Students using Valiant Charter School to pay agree to the above but utilize Valiant's billing system. If payment is not covered by Valiant PO's for any reason, the parents and student agree to make their own payment, which may include potential late fees.