

Studio Policy: Maple Avenue Music



Sharon Wenger, Instructor

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• Music Minor, Houghton College

• Teaching Privately Since 2003

• Member of the Early Childhood Music & Movement Association

TUITION / PAYMENT

- Tuition is paid in 3 trimester payments for evening biweekly students. Weekly Saturday students pay monthly.
 - Tuition covers all of the following. Therefore, payments are NOT based on attendance:
 - enrollment in the studio, meaning a regular day and time is reserved for the student through May
 - childcare arrangements made for my children, to provide a distraction-free environment
 - access to a family-friendly waiting area & restroom
 - my administrative work and planning time
 - preparation of learning materials, games and visual aids
 - my research into new methods, resources, and repertoire
 - funding of the studio website & my membership in professional development organizations
 - student practice folders... and prizes & special events
 - regular instrument maintenance & studio upkeep.
 - Quitting prior to the final scheduled lesson (or agreed-upon end date) incurs a \$50 termination fee per student.
 - LATE FEE: A \$15 fee will be charged for late payments.
 - RETURNED CHECKS: A \$25 fee will be charged to cover any bank fees for returned checks.
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ABSENCES & CANCELLATIONS

- Make up lessons are not guaranteed and are only available if another student cancels, creating an open time.
 - Last minute cancellations MUST be made by text or voicemail (NOT EMAIL)... to 717-270-1994.
 - Standard school sick child policies apply; students who are ill should stay home so as not to spread germs.
 - Private music teacher do not get paid sick days. As a compromise, cancellations made by the teacher will result in a partial refund of \$10.
 - Lesson times cannot be held for a student during a conflicting activity unless they are paid for in advance.
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AT LESSONS

- If you arrive before the sign has been posted to enter, please remain in your vehicle: *do not knock or ring doorbell*.
 - Due to the back-to-back scheduling of lessons, I am unable to extend a lesson for any student who is late.
 - I will use my best judgment in obtaining medical care for students during an emergency. Parents agree to accept responsibility for any related expenses and release me from liability.
 - Parents of students who have chronic medical conditions must remain on the premises with their child.
 - DROP OFF: Students or siblings ages 10 and above may be dropped off by parents. Those under age 10 must be supervised by a parent while in the studio waiting area.
 - Lessons are held in close quarters; students should use appropriate hygiene to prevent body odor.
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WAITING AREA FOR PARENTS & SIBLINGS

- HEADPHONES: If phones or other devices are used with audio, headphones must be used.
 - RESTROOM: Common bathroom etiquette is requested... i.e. toilet flushed, hands washed, lights turned off.
 - CLEAN UP: If the waiting area is used, please clean up toys and trash before leaving.
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CALENDAR

- Students are given a lesson calendar at the start of lessons; it is also accessible on the website.
 - No refunds will be made for lessons missed due to parents' refusal to read and follow the lesson calendar.
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DISMISSAL

- Students may be dismissed without refund for any of the following reasons: failure to comply with studio policy; theft or destruction of property; disrespectful or uncooperative attitude; repeated lack of preparedness.
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EMAIL: PRIMARY FORM OF COMMUNICATION

- Due to the volume of pupils in the studio, updates are not made by phone call or handouts but rather by email.