

Wright Music Academy Studio Policy (details,details,details!)

Contact: 8am-7:30 pm M-Th, F 8am-6:30pm, Sat 9am-10am, **Sun – closed** ; 281-638-3266, tobin@wrightmusicacademy.com

Lesson Exchange List: Due to an increased student load I have found it nearly impossible to accommodate every request for a make up lesson. I am now offering the student exchange list. Upon request, the parent may be placed on the student exchange list, which will include the parent's name, lesson day/time and contact information. When there is an illness or school event, the parent may use this list to try to switch times with another student. It is the *parent's responsibility* to schedule a lesson exchange. Please inform me of the lesson exchange at least **1 day** in advance.

Missing lessons: Missed lessons will not be made up unless it is unavoidable. You must make an attempt to exchange lesson times with someone else on the exchange list before making a formal request for an independently scheduled make-up lesson. Because all lesson slots are full, make-up lessons are extraordinary hard to schedule. A lesson can be considered made-up when your child attends one of the Academy's enrichment workshops, offered at no extra charge. There will be no consideration for a make-up lesson due to *vacation, you don't feel like coming, your child didn't practice, music was lost, the dog ate the piano, or you just plain forgot.*

Parking: Please do not park in the driveway or block the driveway with your vehicle. Please do not turn around in my neighbors driveway.

Allergies : My family and I are very sensitive to allergens. Please refrain from wearing strong perfumes/cologne in our home. You will be asked to wait outside if your fragrance is too strong or causes an allergic reaction. This is no way is meant to be offensive to any one. I too like a nice perfume and cologne, unfortunately some will cause an allergic reaction.

It's your lesson time : Your lesson begins and ends at the agreed time. I will not accept students more than 5 minutes early. Please do not expect me to begin more than 5 minutes early. Any business that needs to be discussed with the parent may be done so within the agreed lesson time or by contacting me. Keeping the business within the designated lesson time avoids interfering with another student's lesson time.

Having a studio in the house : While this is a business within the home, it is still my family's home. **Please be respectful of the boundaries and wait in my office.** The boundaries include staying within the studio (where the piano and my office is) at all times. **Do not sit by the stairs or on the stairs. I would like my family to feel like they can move at ease in their home without tripping over people.** Please do not allow your children to play with any toys that may be lying around unless they are in the studio. You are welcome to use the restroom if needed. PLEASE NO FOOD IN THE HOUSE. CLOSED CONTAINERS ARE ALLOWED OPEN CONTAINERS ARE NOT. If you are not able to abide by this policy I will ask you to wait outside.

Observing the Lesson : In order to help reinforce the assignments at home observing the lesson is encouraged. Please wait quietly in the studio area. **Gaming devices and cell phones should be silenced.** If a call is received please **step outside and take the call. Do not sit and talk on the phone while the lesson is going on.** Siblings may come to wait quietly if accompanied by an adult.

Expectations of the student : At the start of each semester, practice length and frequency will be discussed and adjusted if necessary. Keep in mind that practicing less than 5 days a week is **not acceptable.** Each week should have 7 days of practice; however 6 days are acceptable. Just remember the more time that is put into piano the more your child will get out of it. NO DRINKS GUM OR FOOD AT THE PIANO. Do not abuse the piano in any way. Do not touch the other instruments unless invited.

Recitals and Activities: There will be recitals at the end of each semester with a cost of \$5.00 per student. Students are also encouraged to participate in other Katy Music Teachers Association activities or Guild. Please note that there are fees associated with the events. Fees may be found on enrollment form handed out at the beginning of the semester and is due on the date indicated on the instructional calendar. In order to participate in these activities, students MUST be prepared to the satisfaction of the instructor. Keep in mind that fees already paid are non-refundable. Removing a student from an activity that has been paid for is only done to protect the student and their sense of confidence in piano. A bad experience can have a negative lasting effect.

Materials and Equipment : Every student must have a piano. Parents that currently have a digital piano, must invest in an acoustic piano no more than **1 school year** after starting lessons at Wright Music Academy. Please see me so I can direct you to a piano that suits your budget and space requirements. Some stores will even rent out pianos at reasonable rates. I can not be expected to maximize your investment in lessons for your child with out the proper tools. Digital pianos are **not** the same as acoustic pianos. At the beginning of the school year I require **\$40 to cover books, recital fees and activity fees.**

I make every effort to maximize the use of all materials, however, if your child is accelerating at a rapid pace, then cost for books will be more. Cost of books/fees/materials can range from \$60 - \$100 per school semester. When the balance reaches \$0.00 then an itemized sheet of purchases will be provided. Books and music must be purchased. **Photocopies are not acceptable.**

Payment : Tuition for lessons may be paid in full or in 9 monthly equal payments. If broken up in monthly installments, payments will be the same regardless of how many lessons are in each month. Payments are due on the 10th of each month, a **\$15 late fee** will be assessed if the payment is received past the 11th day of the month. **Please be on time with your tuition.** Also read over the deposit guidelines.

DEPOSIT POLICY GUIDELINES

1. From the time that lessons begin, there will be a 3 week grace period. In the event that the parent/guardian is not satisfied with the lessons and wishes to terminate within the 3 week period, the parent/guardian will receive a full refund of the deposit.
2. If the parent wishes to discontinue lessons at the end of a semester, then a full refund on the deposit will be made if two conditions are met:

1. The parent/guardian must provide 1 month written notification.

2. Termination of lessons can only be at the end of a semester (Fall, Spring or Summer). Lessons canceled mid-semester will result in a forfeiture of the deposit.

RATES

It is the policy of my studio to never raise rates in the middle of an academic school year, or contract. The tuition rates that are on this policy will remain the same from September 2010 – May 2011. I reserve the right to raise rates beginning in the summer of 2011 or new academic school year (September 2011 – May 2012) if deemed appropriate.

SUMMER LESSONS

While I do not require lessons of my students in the summer, I highly encourage it. Those who take summer lessons will be expected however to attend as many lessons as possible. Every effort needs to be made to reschedule any missed lesson. Through out the summer I sometimes hold musical enrichment classes that can serve as a make-up lesson or can be attended with no additional charge. If you have missed a lesson and come to the musical enrichment class, that will be considered a make-up lesson.

CREDITS

It is the responsibility of every parent to ensure that excused lessons are made-up. Please do not expect to have your account credited for any missed lessons. As of August 27, 2007 I will no longer be crediting accounts for missed lessons (please see the missing lessons section).

THIS IS A CONTRACT

Please remember that this is a contract between the parent(s)/guardian(s) and Wright Music Academy. By signing below, you agree to the terms listed in the policy of Wright Music Academy. Such contract is only good for the Fall 2010 - Spring 2011 semesters. New contracts will be issued in the Summer 2011 semester.

Academic School Year Tuition Schedule

30 Minute Program of Study \$1044.00 or 9 monthly payments of \$116
45 Minute Program of Study \$1584.00 or 9 monthly payments of \$176
60 Minute Program of Study \$2088.00 or 9 monthly payments of \$232

I agree to the terms set aside by Wright Music Academy and will abide by them for the Fall 2010-Spring 2011 School year

Signature _____

Date _____

(KEEP FOR YOUR RECORDS)
WRIGHT MUSIC ACADEMY
(the short list of all those pesky rules!)

- **Do Contact me:** 8am-7:30 pm M-Th, F 8am-6:30pm, Sat 9am-10am, Sun – closed ; 281-638-3266, tobin@wrightmusicacademy.com
- **Do bring payments no later than the 10th of each month during business hours or mail them.**
- **Can't make a lesson? Consider the lesson exchange list first then try asking me if it doesn't work.**
- **Wait within the boundaries of the studio.**
- **Do not sit on the stairs.**
- **Do not park in the driveway or block the driveway. Please feel free however to use my driveway to turn around.**
- ***Do not turn around* in my neighbor's driveway, I know that my neighbors kindly tolerate the traffic I bring to the neighborhood, but will likely not tolerate cars continuously using their drive way to turn around.**
- **We are a family with sensitive allergies, please mind your cologne/perfume.**
- **A closed container to drink is fine, please eat snacks outside.**
- **Please do not expect to discuss business after the allotted lesson time, please call or email during business hours.**
- **Please do not allow your children to play with any toys that may be lying around.**
- **You are welcome to use the restroom if needed.**
- **For cell phone calls, visit the great outdoors instead of my great family room or kitchen.**
- **Siblings may attend if they are quiet and are accompanied by an adult.**
- **Practicing less than 5 days a week is not acceptable.**
- **NO DRINKS, GUM OR FOOD AT THE PIANO. Do not touch the other instruments unless invited.**
- **YES, you do need a piano.**
- **Tuition is due by the 10th of each month and is the same each month. A \$15 late fee will be assessed to your account past the 10th.**
- **Please silence all Gaming devices/computers**
- **Going on vacation? Great! Everyone needs a break. Remember to swap the lesson with someone on the swap list! No make-up lessons due to vacation or other controllable circumstance.**