



Private Music Lesson Policy Agreement

Having fun and learning are the number one priorities of these private music lessons! By adhering to the following policies and expectations, Killian Venman is best able to provide a rewarding learning experience for your child. All parents and/or guardians must submit a signed copy of this agreement prior to beginning lessons.

Student Expectations:

- Students are expected to arrive on time for each lesson. *If you wish to coordinate with the teacher to have your child picked up/dropped off to/from The Well School's after school program or classroom, please reach out in advance (after school program fees will apply).*
- Students are expected to bring all necessary materials to each lesson (pencils/pens, notebooks, personal instruments, books, etc.). Students will be provided with said books and materials as part of a one time "Materials Fee" (see the Materials Fee section below for more information).
- Students are expected to show respect for themselves, the teacher, the materials, and the instruments.
- Students are expected to practice regularly, as is appropriate based on age and ability. A suggested practice schedule will be discussed with the student and the family both in person and provided below in the "Parent Expectations" section. (On average, students 7 years and older are encouraged to practice at least 10 minutes a day, 5 days a week).

Teacher Expectations:

- The teacher is expected to arrive on time with all necessary lesson materials.
- The teacher is expected to explain things in a clear and comprehensible manner.
- The teacher is expected to show respect for themselves, the student, the materials, and the instruments.
- The teacher is expected to make each lesson pleasant and rewarding.

Parent/Guardian Expectations:

- Parents/guardians are expected to encourage their student(s) to practice as an extension of normal, school-related homework. Practicing daily is a crucial part of growing as a musician; students often may need an extra push from parents/guardians for instrument practice motivation. As discussed above in the "Student Expectations" section, students 7 years and older are encouraged to practice at least 10 minutes a day, 5 days a week.
- Parents/guardians are expected to communicate and engage with the teacher on a regular basis (at least weekly) to keep abreast of their student(s)' lessons. The teacher will provide weekly check-ins regarding student progress.
- Parents/guardians are expected to relay to the teacher any signs of lack of student motivation to practice. Like anything that requires homework and discipline, it is natural for students to lose some motivation to practice over time. Please communicate any resistance to practice as soon as it is observed.

Registering for Lessons:

After the policy agreement form is read and signed by the parent/guardian, the teacher will send the parent/guardian a registration form. The purpose of this form will be to allow the parent/guardian to choose and reserve their preferred lesson time and select a payment method.

Holidays and Inclement Weather Cancellations:

Private music lessons will strictly follow all of The Well School's holidays and weather cancellations. If the school is closed for any reason, there will be no private lessons.

Tardiness:

- Students arriving late will not receive any added time to the end of their lesson.
- In the unlikely event that the teacher is running late (by any amount of time), the teacher will call the parent/guardian and alert the appropriate after school program.

Cancellations:

- The student’s parent/guardian will contact the teacher directly via phone or email if a lesson will be missed. The teacher’s contact information is provided at the top of this form.
- There is no penalty for a lesson that is cancelled with at least 24-hours’ notice. However, if a lesson is cancelled with less than 24-hours’ notice provided, the student/guardian will still be charged their full lesson fee.
- Very infrequently the teacher may need to cancel. No charges will be assessed if the teacher must cancel a lesson.

Makeups:

Makeups will be scheduled on a case-by-case basis. If a lesson is properly cancelled, either by the parent/guardian or teacher (see cancelation section above for details), then a makeup (lasting as long as the original cancelled lesson) will be provided at no extra cost.

Lesson Rates:

Ages 6 and under only:

- \$15 per 15 minutes
- \$20 per 20 minutes

All ages:

- \$30 per 30 minutes
- \$60 per 60 minutes

Materials Fee:

An initial one-time materials fee of \$25 is due upon registration. This materials fee covers the cost of all lesson books, photocopies, folders, and any other materials used during a lesson. All materials given to the student (including lesson books) belong to the student and will remain in the student’s possession should lessons be cancelled. An additional materials fee will be reassessed only as the student requires additional materials (typically every 3 months).

Payment:

Upon registration, all students will be charged a materials fee (outlined above) and the price of 8 private lessons. Once 8 lessons have elapsed, a new invoice will be sent for another 8 lessons (and so on and so forth). The following is a list of accepted payment methods for both the initial invoice and all subsequent invoices.

- Parent/guardian delivers credit/debit card payment through QuickBooks invoice. (This is a simple and highly secure credit card transaction platform. Quickbooks will process your card information not Killian Venman).

By signing below, the parent/guardian states that they have read and fully understand the policies outlined in this document. Furthermore, the parent/guardian agrees to abide by all policies including those specifically relating to payment.

Student Name (printed): _____ **DOB:** _____

School Program: [Pre-K] [Lower School] [Upper School] **Class/Teacher:** _____

Parent/Guardian Name (printed): _____ **Date:** _____

Signature*: _____ **Date:** _____