

Studio Policy

Katherine Peters
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1. Fees

Lesson fees are calculated per half-hour. Payment for the month is due at the first lesson of the month, either by cash or check. A \$10 late fee will be charged for payment received after the 15th of the month. Checks should be made payable to Katherine Peters. If needed, a weekly payment schedule will be considered.

2. Student Safety

While there will be a designated area where students can wait for their lesson to begin, it is important that parents understand this will likely not be supervised by an adult. Students waiting for lessons to begin may choose to do homework, read, or socialize in this area, but they are not permitted to wander or roughhouse. **Poor behavior while waiting for lessons will result in the student being permanently dismissed from the studio.** If a problem should arise, students will come get me immediately. I care about all of my students, and am very concerned about their safety; I cannot allow them to put themselves at a heightened risk of danger. I also cannot jeopardize the invitation the school has extended to me to teach lessons on their campus.

It is important that parents/guardians arrive to pick up students on time. Students will wait **inside** the building for their ride home to arrive. Parents/guardians are always welcome to sit in and observe lessons and/or to wait inside the building for students.

3. Attendance

A 24-hour notice is required for all absences. Absence due to illness, emergency, or inclement weather are excused. Excused absences and absences with prior notice will be eligible for a makeup lesson which will be scheduled based on the teacher's availability. **Unannounced absences are considered unexcused and payment for the lesson will be expected.** Notice for an upcoming absence may be given via phone/voicemail or email. Excessive absences may result in the loss of your reserved lesson time in the studio.

In the case of HSE school closings due to inclement weather, school holidays, etc., lessons will be cancelled as well. Students should pay close attention to afternoon announcements on days when the weather is questionable; if all after-school activities are cancelled because of weather, the buildings will be closed and therefore, lessons will be cancelled, too. Makeup lessons may be offered for lessons missed because of poor weather; these will be scheduled based on the teacher's availability.

4. Financial Credits

Credit for missed lessons will only be offered if a makeup cannot be scheduled. Students are strongly encouraged to make up missed lessons. Students will not be expected to make up lessons that are cancelled by the teacher.

5. Recitals

Students are expected to perform in two recitals per year. Studio recitals are held in the winter and in the spring. Music is chosen by the student from recommendations given by the teacher. These recommendations are based on the student's skill level and literary significance of the music.

6. If You Choose to Discontinue Lessons

In the event that you choose to discontinue taking private lessons, a two-week paid notice is required. You may take the lessons covered by the paid notice, or you may pay for the two weeks and stop attending immediately.

Studio Policy Agreement

I _____ (name of student) acknowledge that I am choosing to participate in private lessons with Katherine Peters. I have read and understand the rules and procedures outlined in the studio policy, and I understand that I may be dismissed from the studio if I fail to behave in accordance with the policy.

I _____ (name of parent or legal guardian) acknowledge that I am voluntarily choosing for my child to participate in private lessons with Katherine Peters. I have read and understand the terms and procedures outlined in the studio policy and agree to adhere to them. I understand that my child may not be supervised by an adult while waiting for lessons and that he/she will be held accountable for their behavior. I further understand that my child may be dismissed from the studio if the terms and procedures set forth in the studio policy are not met.

Signed _____ Date _____
(signature of student)

Signed _____ Date _____
(signature of parent or legal guardian)

Studio Policy Agreement

I _____ (name of student) acknowledge that I am choosing to participate in private lessons with Katherine Peters. I have read and understand the rules and procedures outlined in the studio policy, and I understand that I may be dismissed from the studio if I fail to behave in accordance with the policy.

I _____ (name of parent or legal guardian) acknowledge that I am voluntarily allowing my child to participate in private lessons with Katherine Peters. I have read and understand the terms and procedures outlined in the studio policy and agree to adhere to them. I understand that my child may not be supervised by an adult while waiting for lessons and that he/she will be held accountable for their behavior. I further understand that my child may be dismissed from the studio if the terms and procedures set forth in the studio policy are not met.

Signed _____ Date _____
(signature of student)

Signed _____ Date _____
(signature of parent or legal guardian)