

Melanie Keller's Flute Studio Policies

Revised 03/04/16

- 1.) Welcome to Melanie Keller's Flute Studio in Southeast Boise. I am excited that we will be working together to reach your goals in music! Please review the following policies carefully.
- 2.) Please bring all assigned sheet music, your assignment binder, your flute and a pencil to each flute lesson. Please arrive a few minutes prior to your lesson time to ensure that we can start on time for your lesson. I expect my students to practice a minimum of 15 minutes 4X per week. Sometimes choosing a regular time to practice each day (or each day that you can practice), say, before dinnertime or after homework, can ensure that you can stick with this schedule.
- 3.) **Payment is due on the first lesson of the month.** I will provide you with a reminder email when this date is coming up. Lesson payments are \$80/mo. for 30 min. lessons, \$120/mo. for 45 minute lesson and \$150/mo. for 60 min. lessons. Please make checks payable to "Melanie Keller." All lessons in any month must be paid for (even if lessons are missed for any reason), unless you give me notice that you are withdrawing. As a courtesy, please provide me with at least 2 weeks notice when you plan to withdraw, so that I can have adequate time to fill that time slot with another student.

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- 4.) As a courtesy, please provide me with at least 24 hour notice when you have to miss a lesson. Private makeup lessons will not be offered. Instead, I will offer 1 group make-up lesson in late Nov (to cover Sept-Nov missed lessons), 1 group make-up lesson in late Feb (to cover Dec-late Feb missed lessons), 1 group make-up lesson in late May (to cover March-May missed lessons) and 1 group make-up lesson in late August (to cover June-August missed lessons). Group make up lessons will be one hour in length. For example, if a lesson was missed **for any reason** in September and one in October, that student would be eligible for the one late Nov make up class. Only one makeup class offered in Nov, one in Feb, one in May and one in August. Irregardless of the number of lessons missed from Sept-Nov, for example, the student is still only eligible for the one makeup class in Nov. Group make-up lessons will consist of a fun scale activity, active listening, rhythm studies, students sharing pieces they are working on and a supportive and collaborative experience for all! There will be no additional charge for the group lesson and students will be notified well in advance of the date and time of the group make-up lessons.

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5.) I have to miss a lesson day for some reason, I will do my best to re-schedule the lesson. If that cannot be done, the student will be credited for the next month for the lesson missed.

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6.) If a student discontinues lessons before a group make-up lesson is offered and/or misses several lessons before the class is offered, no refund will be issued; however, the student will still be eligible to attend the next scheduled make-up group lesson.

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7.) I will set up a student recital performing opportunity in April or May 2017. All students will be encouraged to perform and piano accompaniment will be provided for an additional fee. More information to come!

8.) Please contact me at mkellerflute@gmail.com or (650)270-6388 with any questions or concerns. I look forward to working with you.

******I have read and understand that all of these policies are in place upon commencing flute lessons in Melanie Keller's flute studio.******

Parent signature

Student signature

Melanie Keller

Date