

# LESSON POLICY

SEPTEMBER 2022-AUGUST 2023

## GENERAL POLICIES

- **Calendar:** The following dates are built-in days off, but may be used for make up lessons as needed.
  - Labor Day (Monday, September 5, 2022)
  - Halloween (Monday, October 31, 2022) *\*lessons are optional and can be rescheduled as needed\**
  - Thanksgiving Break (Tuesday, November 22, 2022 through Sunday, November 27, 2022)
  - Winter Break Week (Friday, December 23, 2022 through Sunday, January 1, 2023)
  - Memorial Day (Monday, May 29, 2023)
  - Fourth of July (Tuesday, July 4, 2023)

*\*All other holiday/vacation conflicts will be handled on a case by case basis*
- **Safety:** Please keep the lesson area and instrument(s) clean and safe for everyone. This includes clearing driveways and entryways of snow/ice/debris. If weather conditions are not safe, virtual lessons will be provided with ample notice from the studio manager.
- **Policy & Rate Updates:** The policies and tuition rates are subject to change on an as needed basis.
- **Photo Release:** Lessons By Brooke & Company may use photos, videos, and audio recordings of the student(s) for online and print promotional materials. To opt-out, please submit your request at [lessonsbybrooke@gmail.com](mailto:lessonsbybrooke@gmail.com).
- **Referrals:** We are honored each time you refer us! When your referral signs up for their first month of lessons, you earn a \$25 credit applied to the following month's invoice. Referrals do not apply for siblings or members of the same household.

## TUITION & PAYMENT

- **Flat Rate Tuition:** Monthly tuition amount remains the same regardless of how many lessons are given in the month. Tuition is not adjusted for missed lessons. This set amount accounts for reasonable absences due to illness, vacations, periodic, excused absences and/or studio holidays. Rescheduling is strongly encouraged when conflicts arise, however; make up lessons are not guaranteed. Tuition reserves your time slot for the same day and time each week and includes: weekly lessons, lesson planning, studio resources, and student participation in all workshops, programs and performances affiliated with Lessons By Brooke & Company. Current tuition rates for this policy term can be found on our [website](#).
- **Payment:** Invoices will be sent by the 25th of each month. Payments can be made via credit, debit or ACH withdrawal either manually by the responsible party, or set up on monthly autopay to be charged on the 1st of each month. Payments that are either declined or not made by the 5th of the month will incur a \$30 fee. If tuition is still not received by the 7th of the month, lessons are suspended until payment is received in full. Serial late payments may result in the student(s) being dismissed from the studio.
- **Lesson Discontinuation:** To discontinue, pause or make any changes to lessons, written notice must be sent via email to [LessonsByBrooke@gmail.com](mailto:LessonsByBrooke@gmail.com) by the 15th day of the final month of lessons. Failure to give proper notice will result in being charged for the coming month. Lesson day/time slots will not be held once lessons are paused or discontinued. If/when students begin lessons again, they will be charged the most current tuition rate. Credits or refunds will not be issued for any reason.

## SCHEDULING

- **Absences:** Please communicate all absences directly to the studio manager at the contact information listed below. A minimum of 48 hours notice is required for any schedule conflicts or changes aside from illnesses or emergencies. If less than 48 hours notice is given, the lesson will be considered a missed lesson and will not be rescheduled. Make up lessons can occur in person, virtually or via written/video lesson at the instructor and studio manager's discretion within 30 days of the absence. Once scheduled, make up lessons will not be rescheduled for any reason. Credits or refunds will not be issued for any reason.
- **Tardiness:** The instructor will wait 1/3 of the total scheduled lesson time for student(s) to arrive before the lesson will be treated as a missed lesson. Instructors will do their best to arrive on time for in person lessons, and if traffic or weather results in a delayed start, student(s) will always receive their full, scheduled lesson duration.
- **Lesson Transfers:** Lessons are not transferable between students of the same household unless previously agreed upon at least 48 hours in advance, with notice given to the studio manager. Last minute lesson transfer attempts may result in missed lessons.
- **Illness:** Lessons must be rescheduled if any member of the household is ill. The instructor reserves the right to cancel a lesson if the student is not well and/or appears to be ill. If a student stays home from school/work, they are not to have an in person lesson and written notice to the studio manager is required by 12pm CST. Please give as much notice as possible for cancellations due to illness and we will do our best to provide a make up lesson.
- **Emergencies:** Exceptions to our policies due to illness, emergencies and/or extenuating circumstances will be made at the discretion of the instructor and studio manager.



# OUR AGREEMENT

## BY SIGNING BELOW, I AGREE TO...

- Adhere to and respect all of the policies & procedures outlined in this document for both virtual and in person lessons.
- Purchase and/or provide all necessary materials required for lessons such as books, instruments, folders, writing utensils, etc. in a timely manner.
- Foster a nurturing and loving environment in our home and heart to allow beautiful music to flow freely.
- Practice and/or assist with practice on a regular basis according to the instructor's guidelines.
- Respect the time and efforts of all parties involved in lessons - studio manager, instructors, parents and students alike.
- Have an open mind about different tools, techniques and music genres presented by the studio and instructor.

**NAME:**

**SIGNATURE:**

**DATE:**

**THANK YOU FOR ALLOWING US TO BE A  
PART OF YOUR MUSICAL JOURNEY!**



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email . [lessonsbybrooke@gmail.com](mailto:lessonsbybrooke@gmail.com)

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