**Lesson Agreement**

**Personal Statement**

 I am so thrilled and excited to be your teacher! I look forward to teaching you and helping you learn new and fun things about the harp and expand your ability and knowledge of the harp’s repertoire. In your lessons we will work on proper harp playing technique, sight-reading music as well as memorization, and incorporate small discussions on music theory while learning music that will stretch and increase your abilities at the harp.

 In order to provide the environment needed to achieve these goals, as well as any goals you may have as a student, I ask that you adhere to the following guidelines:

**Lesson Times**

 Lesson times will either be 30 minutes or 60 minutes in length. Lesson time will be determined before the first lesson. It is recommended that beginning students start at 30-minute lessons and progress to 60-minute lessons as they progress to intermediate and advanced levels.

**Attendance**

 Lessons will be given weekly, unless otherwise discussed before the first lesson. Lessons will start and end on time so as a courtesy to myself as well as other students who may have lessons after you, please arrive on time!

 *To parents*: If you drop your child off for their lessons please return on time to pick them up as I may have other students to teach and cannot be responsible for your child after their lesson has ended.

**Lesson Fee Payment**

 In order to ensure compatibility between the student and myself there is a trial period of a month (3-4 lessons) in which the lesson fee is waived. If, at the end of this trial period, the student wishes to find a different teacher, I will be happy to provide as much help as I can in this endeavor.

 Predetermined lesson fees are $25.00 for 30-minute lessons, and $40.00 for 60-minute lessons. However, if there are special circumstances I am willing to negotiate lesson fees.

 Lesson fees will be paid monthly. Preferably, they will be paid at the first lesson of the new month for the scheduled lessons for that month. However, they may also be paid on the last lesson of each month for lessons had in the previous month. Paying for lessons each week is discouraged; as payment for missed or cancelled lessons with this payment schedule may get confusing. Payment schedules will be decided on the last lesson of the trial period - before the first paid lesson.

**Late Fees & Terminations**

 If payment is not received upon the agreed time – see above mentioned payment schedule – a verbal warning will be issued for the first week. If, after that first week, payment is still not delivered, a written warning will be issued and a late fee of $5 per week of late payment will be added to the original agreed upon payment amount. If the sad occasion arises that a month has passed and payment has not been delivered, I will have to terminate the student until such a time that the original payment, the incurred late fees, and the next month’s payment has been paid in full.

**Missed lessons/Cancellations (by student)**

**Missed lessons**

A lesson is considered ‘missed’ if the student fails to come to a scheduled lesson, or if the lesson is cancelled without notice to me at least 12 hours prior to the lesson. In the event of a missed lesson, the student forfeits the fee for that lesson. A rescheduled lesson will be made for the week of the missed lesson – before the next scheduled lesson - and an additional lesson fee will then be attributed to the rescheduled lesson.

**Cancelled lessons**

A lesson is considered ‘cancelled’ if I am notified that the student will not be attending the lesson at least 12 hours prior to the lesson. In the event of a cancelled lesson, a rescheduled lesson will be made before the end of the month and the fee for the cancelled lesson will be attributed to the rescheduled lesson.

*Please note:* A lesson cannot be cancelled due to lack of preparedness. Please practice and make sure you are prepared for your lessons!

**Missed lessons/Cancellation (by teacher)**

**Missed Lessons**

A lesson is considered to ‘missed’ by me if I fail to be available for a scheduled lesson, or if I fail to notify you of a cancelled lesson at least 12 hours prior to the lesson. In the event of a missed lesson by me there will be two options:

1. The lesson will be rescheduled for your earliest convenience and the fee will be attributed to the rescheduled lesson
2. If the lesson cannot be rescheduled, the fee for the missed lesson will be reimbursed, or attributed to the next month’s lessons.

**Cancelled Lessons**

A lesson is considered ‘cancelled’ by me if I notify you that I will be unavailable for the scheduled lesson at least 12 hours previous to the lesson. In the event of a cancelled lesson by me, the lesson will be rescheduled for your earliest convenience and the fee will be attributed to the rescheduled lesson.

**Items to bring to your lesson**

 Bringing all necessary items to your lessons will allow for a productive and enjoyable lesson time. Please make sure to bring all necessary music books and a notebook for me to record notes on the current lesson. It is also important to wear comfortable shoes (if working on a pedal harp) to your lessons that you would also be comfortable performing in. Lastly, please make sure to bring lesson payments when payment is due – this will ensure lessons go smoothly and uninterrupted.

**Contact information**

 My contact information – including my home and cell phone number, my email address, and my home address - is located below. Please provide me with up-to-date contact information that I might be able to contact you in case of cancellations or emergencies.

**Teacher Contact Information**

Jessica W. H. Wilbee Cell phone: (801) 557-7315

1 Butternut Rd.

New Hartford, NY 13413 wilderharpmusic4@gmail.com

**Student Information Sheet**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I hereby acknowledge that I have read and understand the above stated guidelines and will, to the best of my ability, abide by them.*

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_