

Matthews Music Studio

2025-26 School year

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General Policies

Attendance & Preparation

- Lessons begin and end at the scheduled time. Students should arrive on time and be prepared.
- If the student isn't present after 10 minutes of the scheduled start time, the lesson will be considered a missed lesson.
- The student should have a copy of all assigned music and books.
- The student should have a pencil and paper to record any notes and assignments.
- Preparation, a good attitude, and a mindset to learn is key!

Communication

- Communication between students/parents and the teacher will be either through email or text so there is a written log of communications. Calls should be reserved for more urgent situations.
- Any text communications must include a parent. The student should not text the teacher individually

Scheduling

Cancellation/Rescheduling:

- Lessons will have a prearranged time and location.
- The student is expected to commit to the full school semester of lessons. The lesson schedule will have similar breaks following the school schedule. The student and teacher will communicate about lessons over holidays, breaks, and testing days.
- **Any cancellations must be made 24 hours before the start time of the lesson. *****
- Canceled lessons are expected to be made up outside of excused absences. Excused absences include circumstances such as illness or family emergencies.
- Rescheduled make-up lessons will be virtual, unless otherwise arranged.
- Students will be charged for missed lessons without proper notice.

Payment for Lessons

- **Payment for lessons are due on the day they occur.** Accommodations can be made with proper communication ahead of time.
- Payment is accepted in the form of Zelle, Venmo, or cash payment.
- 30-minute lessons will be \$25, 60-minute lessons will be \$50.

Parent Signature

Date

Email

Phone