

Matthews Music Studio

Lesson Contract

matthewscaelan@gmail.com

General Policies

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

Communication

- Correspondence between student/parent and teacher will be through email so there is a log of all communication.
- Calls and texts should be reserved for more urgent situations. Any conversations via text or call should include a parent. The student should not text or call individually.

Scheduling

- Lessons will have a prearranged time and location.
- The student is expected to commit to a 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, summer, and testing
- ****Any cancellations must be made more than 24 hours before the start of the lesson****
- Cancelled lessons are expected to be made up unless there is an excused absence, such as family emergency or personal illness.
- Rescheduled makeup lessons will be virtual, unless otherwise arranged.
- Students will be charged for missed lessons without proper notice.

Payment

- ****Payment for ALL of a month's lessons are due by the first day of said month****
 - I.e. : all lessons for August must be paid for on August 1st
- Accommodations can be made with communication ahead of time.
- Payment is accepted in the form of Zelle, Venmo, or cash/check payment.
- 30 minute lessons will be \$25, 60 minute lessons will be \$50.
- New families may schedule a free trial lesson to determine if the teacher is a good fit for their needs.

Parent Signature: _____

Date: _____

Email: _____

Phone: _____