

Michelle's Piano and Voice Studio Policies

1. Be on time! If you are late, you will forfeit those minutes, as there are students after you; however, if I am running late, you will get the minutes you are owed!
2. If you need to cancel or move your lesson, you must do so 24 hours in advance. The only exception is illness – in that case you must let me know ASAP. If you just don't show up or cancel after the 24 hour time period, you will still owe for that lesson. If proper notification is given, a make up lesson can be scheduled.
3. Payments should be made monthly, and are due the first lesson of the month.
4. If you wish to stop taking lessons, you must cancel a month in advance.
5. You will occasionally need to purchase music for your lessons. In addition, every student needs to bring a notebook to record your weekly assignments.
6. When you arrive, please park in front of the house, or on the right side of the driveway. You may come on in, but please wait in the living room until your lesson time.
7. Take time to prepare for your lesson! You are paying for this – please practice outside of your lesson! I recommend that you practice daily. I'll be prepared for you, please be prepared for me.
8. Parents may be present in the lesson at the student's discretion. You are always welcome to wait in the living room during your student's lesson.
9. If you are taking piano lessons, you need to own or have daily access to a piano for practice. If you use an electric piano, it needs to have 88 keys that are weighted. I am more than happy to help you find an instrument, just let me know if you need help!
10. We will have at least 2 recitals a year – student participation is expected. This is part of the learning process, and it will be fun!
11. Summer lessons are **vital!** If you stop taking lessons for 3 months, it **will** affect your progress. If you would like a different lesson time for your lesson during the summer, that can be arranged if space is available.

I look forward to helping you learn!

I have received and read Michelle's Studio Policies.

Date: _____