

## 2023-2024 Private Violin/Viola Lesson Policies

These policies are set in place so the studio will run efficiently, but also to ensure the highest level of student progress.

### Practicing, Preparedness, and My Music Staff:

- My Music Staff or “MMS” is Mrs. Powell’s billing and scheduling software. Guardians will be sent a link to create a password for their free MMS account.
- Regular at-home practice is a requirement for this violin/viola studio. All students should practice a minimum of 20 minutes per day/5 times per week. Please note: these are minimum requirements; those taking extra long lessons or advanced players often require more practice based on their ability and personal goals they set for themselves.
- Parents/Guardians/Students are responsible for the purchase of all music in a timely manner.
- Students agree to keep fingernails short for proper violin/viola technique.
- If a student forgets their instrument for their lesson, the lesson will be forfeited and not rescheduled/credited.

**Lesson Calendar:** Private Lessons are offered once a week throughout the school year unless otherwise noted. Mrs. Powell’s schedule mirrors the Avon Community Schools schedule. If school moves to eLearning, Mrs. Powell will continue lessons virtually. Your student’s specific lesson days and times can be viewed in the calendar section of My Music Staff.

**August 14:** Lessons begin this week

**October 9-20:** No Lessons: Fall Break for Avon Schools

**November 20-24:** No Lessons: Thanksgiving Week

**December 18 - January 5:** No Lessons: Finals Week/Winter Break for Avon Schools

**March 18-29:** No Lessons: Spring Break for Avon Schools

**May 17:** Last day for in-school lessons

*\*There will be a make-up lesson for lessons on Labor Day, January 8, Martin Luther King Day, and possibly February 19 (TBA).\**

**Tuition Payments:** Tuition is based on the whole school year (August-May) and divided equally into nine monthly payment installments. School breaks are already factored into this total. Mrs. Powell’s studio runs much like a private school - monthly tuition remains the same each month and is independent of the number of weekly lessons in a given month. Your monthly tuition reserves your spot within the studio. Tuition Payments are paid securely through My Music Staff and will be due on the 15th of each month (except August’s payment is due on the 13th):

- First installment due August 13
- Second installment due September 15
- Third installment due October 15
- Fourth installment due November 15
- Fifth installment due December 15
- Sixth installment due January 15
- Seventh installment due February 15
- Eighth installment due March 15
- Ninth installment due April 15

Monthly invoices will be sent through My Music Staff. Lesson payment is paid online through the My Music Staff website. A \$10 late fee is assessed after the 15th of the month. Services are provided for accounts up-to-date on payments. **Autopay is strongly encouraged. My Music Staff accounts with a valid Autopay enabled card will see a \$5 discount on invoices as reflected on the tuition fees below:**

### Tuition Fees:

**Intermediate School Students:** Single Lesson Spot, nine monthly payments of ~~\$76.11~~ **\$71.11** /mo. *with autopay discount*

**Middle School Students:** Single Lesson Spot, nine monthly payments of ~~\$93.89~~ **\$88.89** /mo. *with autopay discount*

**High School Students:** Single Lesson Spot, nine monthly payments of ~~\$411.67~~ **\$106.67** /mo. *with autopay discount*

*\*If you requested/scheduled an extra long lesson (or a double lesson spot) single lesson spot rates will be doubled.\**

**Lateness:** \*This is especially important for after-school lessons.\*

If you are running late, your lesson will still end at the scheduled time so that other students are not affected. You are still welcome to come to the remainder of your scheduled lesson. If you are more than ten minutes late and plan to

attend the remainder of your lesson, you must notify Mrs. Powell you are running late. If you have not notified Mrs. Powell, she may not be present when you arrive.

**Canceled Lesson Policy:** Please do not cancel your lesson unless it's unavoidable. Mrs. Powell is under no obligation to provide refunds or make-up lessons unless the lesson is canceled by the teacher. Tuition is based on enrollment, not student attendance, and secures weekly lesson time and status as a student. Mrs. Powell's studio is near or at school-schedule capacity. Please remember when you occupy a regular lesson time, it becomes unavailable to use for enrolling other new students. Mrs. Powell is also unable to resell erratic, solitary lesson cancellations. Online lessons may avoid the need to cancel.

If a missed lesson is unavoidable, the lesson should be canceled by student/guardian with as much advance notice as possible through My Music Staff. (Neither your child's school or orchestra teacher will notify a private teacher of a student absence.) If student/guardian cancels a lesson in My Music Staff with a minimum of a 24-hour notice, the student may be able to make-up or reschedule the lesson if there is another available lesson time, such as another student's cancellation. This make-up lesson system will not work effectively if students do not give enough advance notice in the automated online scheduling system, thus the 24-hour policy is out of courtesy to you and other students. Mrs. Powell cannot guarantee there will be a make-up time available or one that works with your schedule. Mrs. Powell is not obligated to create extra time for make-up lessons or to make them up at all.

**Scheduling Make-Up Lessons in My Music Staff:** My scheduling system in My Music Staff is automated. If a 24 hours' cancellation notice is given in My Music Staff, it will trigger the system to give a make-up credit and convert canceled time into a make-up time for other students to join. The make-up credit allows students to schedule their own make-up lesson. Please double-check the location (and class period) before scheduling! All available make-up times are regularly updated and are viewable in the calendar of My Music Staff. It is up to the student/guardian to track and schedule their make-up lesson time. It is not the teacher's responsibility to reschedule a student's lesson if he/she has a conflict with another activity. Make-up credits have no monetary value, cannot be used in place of regular lesson tuition for future lessons, and are not credited or refunded if unused. **Although make-up lessons are at no additional cost, students still pay for all their canceled lesson times to hold their regular lesson time, regardless of how much notice is given.** Unused makeup credits expire after 100 days or on date student discontinues lessons. No make-up credits are given when canceling a make-up lesson (no make-up lessons for make-up lessons). A student who is unable to make-up or reschedule a lesson they originally canceled will simply miss the benefit of that lesson.

**Quarantines:** Neither your child's school or orchestra teacher will notify a private teacher if a student has been quarantined. If you are quarantined but you feel well enough to attend your regularly scheduled lesson time online instead please email Mrs. Powell ([madisonpowellstudio@gmail.com](mailto:madisonpowellstudio@gmail.com)) your online lesson request the day before your scheduled lesson or earlier.

**Discontinuation:** To discontinue lessons, a written one-month paid withdrawal notice must be given. Withdrawal requests should be made in writing by email to [madisonpowellstudio@gmail.com](mailto:madisonpowellstudio@gmail.com). You may take the lessons covered by the notice, or you may pay and leave immediately. Thank you for choosing Mrs. Powell as your teacher.

Mrs. Powell reserves the right to discontinue lessons for any reason. If Mrs. Powell decides to terminate lessons, tuition will be prorated up the last lesson taken and a refund provided, if applicable. The reasons for discontinuation may be: a lack of practice and commitment, persistent tardiness or missed lessons, behavioral problems or a general dislike of lessons, quitting Orchestra, delinquency in payment of fees and/or failure to abide by policies.

**Thank you for choosing Mrs. Powell as your teacher!**

\*\*\*Studio policies and fees are subject to change.