

Attendance & Payment Policy for Private Lessons at Ms. Libby's Music Studio

We value your time and appreciate you choosing our studio for your child's private lesson instructions! We also love being able to provide a playroom for siblings in a carefree environment and we hope that it makes your time at the studio more enjoyable.

Just as we value your time, our instructors' time is also valuable. We want to ensure that your children are receiving consistent, quality lessons so that they may grow in their chosen instrument while providing our instructors with a reliable income for their time and work. Please read the attendance policy for private lessons and let us know if you have any questions or concerns.

You are paying not only to receive one-on-one instruction, but also to reserve your instructor's time slot on the day of your choosing. Lessons are \$30 for a half-hour, \$45 for 45 minutes and \$60 for an hour lesson. Unless the studio is closed for a holiday or your instructor knows in advance that he/she will be absent (and unable to provide a make-up lesson), **parents will pay for 4 weeks of lessons at the first lesson of any given month.** For students taking four 30-minute lessons, the fee would be \$120 per month. 45- and 60-minute lessons will be billed accordingly. *Please note that if paying via Venmo, PayPal or credit card, a small fee is incurred to cover fees from those services. There is no fee for paying by check. The fees differ per service: Venmo payments will add \$3, PayPal and credit card payments will add \$4. If there is a 5th week in any month, it will be used for make-up lessons if any have been missed. If no lessons have been missed, you may choose whether to pay for a 5th week or skip that week of lessons. A total of 6 make-up lessons will be offered during the year. After which, your instructor can discuss options with you regarding schedule changes that might work better if your current time slot is not working.

Parents of students must give 24-hour notice of an absence to be offered a make-up lesson. When adequate notice is not given, the student will be charged for the scheduled time and the make-up lesson forfeited. Same day cancellations and no-shows will be charged. Repeated absences could result in termination of lessons.

*Payments are to be made on the first lesson of each month.

Thank you for bringing your children to Ms. Libby's Music Class studio. We love being a part of their music journey!

Thank you,

Ms. Libby's Music Class Staff