**Jenny Jordan’s Music Studio**

Piano & Voice Lesson Policies and Procedures

Dear parents and students,

I am thrilled to work with you! Music is my passion, and it is my life’s work to help you love music as much as I do. The following policies help ensure that the students, parents, and teacher each understand and fulfill their roles well.

**The teacher’s job:** to prepare and present lessons tailored to the student’s specific needs.

**The student’s job:** to complete practice assignments and win points and prizes!

**The parent’s job:** to encourage their student to practice hard and respect the teacher.

**Lesson Attendance**

Lessons occur on a weekly basis. If extenuating circumstances ever prevent you from being able to attend a lesson, I require notification **by 8:00 AM the morning of a lesson.** With this advance notice, you will not be charged for the lesson, and a make-up lesson may be arranged if the schedule permits. Without advance notice, you will be charged and no make-up lesson will be possible. I will follow the same principle if I ever have to cancel a lesson for extenuating circumstances.

Lessons take place at my home on Lake Mary Road (please text me for the specific address). If there are extenuating circumstances that make traveling difficult, I can travel to your home for an additional $5 per lesson.

Parents may sit in the room while the lesson is taking place if the student is comfortable with it. Some students prefer that parents do not sit in on lessons, as it may add anxiety. Please ask your child what he or she would prefer.

**Payment**

Pricing is the same for piano or voice: **$20 per half hour.** At the end of each month, I will send you the amount that you owed me for that month. By the **15th day of the next month,** the payment is due. Late payments will incur a **$10 late fee** per week of lateness**.** Payments can be made via check, cash, PayPal, or Venmo.

**Extra fees:** If a student damages studio equipment or materials, the student’s parents/guardians are responsible for replacing or repairing those materials.

**Lesson Length**

Lessons may be 30, 45, or 60 minutes weekly.

30 minutes: Recommended for beginners, and all students aged 10 or younger.

45 minutes: Recommended for intermediate students aged 10 or older.

60 minutes: Recommended for advanced students, or students aged 16 or older.

**Books**

I will recommend specific method books that I believe will help your student the most. The cost of books is not included in the lesson pricing. Books can be rented from me for $5 each (three months at a time) or bought from me for $10 each. You are also welcome to find the recommended books from other vendors.

**Practicing**

The #1 way to make lessons fun and successful is to prepare for them throughout the week! I assign students a specific number of minutes per day and days per week to practice. A student must record their daily practice minutes on paper.Students under the age of 8 must have parent initials next to each documented practice day. Any practice session that is not documented will not receive points. Documented practice earns 1 point per day of practice. Every week of complete practice earns a candy bar, and every 25 points earns a fun prize!

**Recitals**

Recitals are wonderful opportunities for students to celebrate their progress and inspire their peers. Each student performs one or two of their best pieces for all other members of the studio. It is a fun occasion to enjoy great music, friends and refreshments! The next recital (and the end of Jenny Jordan’s summer teaching) is tentatively planned for **Saturday, August 14th** in the afternoon. I will send updates as we draw nearer to that date.

Please ask me if you have any questions or concerns. I understand that extenuating circumstances do occur, and I am willing to work with you if these policies present difficulties.

Please keep a copy of these policies for your records and sign your name below.

I look forward to working with you.

Best regards,

Jenny Jordan

480-202-8235 jenniferlj@live.com JennyJordansMusic.com

*I agree to abide by Jenny Jordan’s music studio policies and have addressed all concerns with the teacher.*

Parent/guardian signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_