

Princeton Day School

Private Music Lesson Contract

If you have any questions, please refer to the FAQ answers or contact Tomasz Rzczycki (Dr R.), Director of Orchestras, Chamber Music, and the Private Lessons Program, at extension 1581, or trzczycki@pds.org.

Agreement between Parent, Student and Teacher.
Please sign the back of this sheet stating that you have read the following terms and agree to this commitment.

Contracting, Scheduling and Fees

- Lessons are contracted and scheduled in sets of 8 and are contained within a single trimester (fall, winter, spring).
- Students may opt to take one, two or three trimesters of lessons, but 8 lessons (one full trimester) is the minimum.
- There is no drop policy, no pro-rating, no trial period and there will be no lessons carried over from one trimester to the next.
- The 8 contracted lessons must be completed during the trimester for which they are scheduled.
- Rates for lessons are as follows: \$38/30-minute lesson (\$304/trimester), \$55/45-minute lesson (\$440/trimester), \$75/hour lesson (\$600/trimester).
- Upper School students are encouraged to take at least a 45 minute lesson.
- Fees are billed directly to your PDS account through the business office.
- If all 8 lessons are completed early in the term, there is an option to add extra lessons. However, this would not be considered the beginning of a new set of 8.

Attendance and Cancellation Policy

- Lessons should be scheduled for a day and time that the student will be available every week throughout the term. Check sports schedules, outside activity schedules, family schedules, etc. before committing to the trimester.
- **Before teaching can begin**, this contract, signed by teacher, student and parent, must be received. Teachers, parents and students should check their calendars thoroughly and plan each week of the trimester. If there is a no-school holiday scheduled on the day of a lesson, the teacher and student should plan ahead for an alternate meeting time.
- On the contract, teacher, student and parent should plan for the 8 lesson days after consulting the PDS calendar and any family, athletic or other commitments.
- If a teacher must miss a lesson for any reason, that lesson will be made up within the trimester at a mutually convenient time and place for both student and teacher.
- Faculty will make up one (1) lesson missed by a student, but only if 24 hours notice is given.
- Any student “no-show” will not be made up.
- Lessons missed due to snow days will be made up at a mutually convenient time.
- Lessons missed due to school trips, sports practices or contests, rehearsals, outside events, etc. will not be made up. (Can be the one (1) make up of the trimester if proper notice is given. As stated above, alternate dates can be planned in advance to avoid cancellations close to the date.)
- All parties should view the scheduled eight lessons as **contracted time and instruction** on which the parent, student and teacher can rely to be consistent.

- o Families and teachers should have an open line of communication and an ongoing dialogue about progress, goals, scheduling. Please exchange current contact information (cell phone and email).

Student Name _____ Grade in School _____
Trimester _____
Instrument _____
Length of lesson _____
Contracted Lesson Day and Time _____
Teacher Cell Phone and E-Mail _____

Dates of lessons: 1. ____ 2. ____ 3. ____ 4. ____ 5. ____ 6. ____ 7. ____ 8. ____

I agree to provide excellent instruction and to foster the musical growth of my student during the above stated trimester, day and time. I can be reached to provide feedback to parents regarding their child's progress.

Teacher Signature _____ **Date** _____

Parent Name _____
Parent Cell Phone and E-Mail _____

I agree to the above stated trimester, day, time and length of lesson. I understand the attendance policy. I agree to the financial responsibility for contracting 8 lessons per trimester.

Parent Signature _____ **Date** _____

Student Cell Phone and E-Mail (if available, N/A for LS students)

I agree to be responsible about attending my lessons at the regular scheduled time and to give my teacher proper notice if I must miss. I will stay on top of my calendar and commitments so that I might get the most out of this experience.

Student Signature _____ **Date** _____

Please return this form with signatures to the private instructor.