



## **Sing Explore Create, LLC**

28 Webster St.

Rockland, MA 02370

[www.singexplorecreate.com](http://www.singexplorecreate.com)

# **Private Music Lesson Agreement and Policies**

### **Student Expectations:**

- The student is expected to HAVE FUN in their lessons and in their personal practice. Music is supposed to be enjoyable!
- The student is expected to arrive on time to each lesson.
- The student is expected to bring all necessary materials (notebook, folder, lesson books, etc.) to each lesson.
- The student is expected to practice regularly as is appropriate based on the age and ability of each student. Suggested practice schedule will be discussed with teacher.
- The student is expected to be an active participant in each lesson.
- The student is expected to ask questions and let the teacher know when further clarification is needed, allowing the student to be fully engaged in the learning process.
- The student is expected to treat him/herself, instruments, materials, and the teacher with respect.

### **Teacher Expectations:**

- The teacher is expected to attend every lesson on time and with all necessary materials.
- The teacher is expected to explain things in a clear and understandable manner.
- The teacher is expected to show respect for his/herself, the student, the instruments, and all materials.
- The teacher is expected to modify/adapt and prepare material that is appropriate to the age, ability, and unique learning style of each individual student.
- The teacher is expected to make each lesson enjoyable and rewarding.
- The teacher is expected to teach the principles of music and instrument so that the student can gain the most out of their musical education.

### **Sing Explore Create, LLC Showcase:**

- All private lesson students are strongly encouraged to participate in Sing Explore Create LLC's annual showcase featuring performances by our music students and art exhibits by

our art students. The annual showcase is held every spring (typically the 2nd or 3rd Saturday of June) at a location close to the Rockland studio. Further details will be made available to students by January of each year.

### **Registering for Lessons:**

- Upon setting up a scheduled time for lessons with the Music Director, the student (or parent/guardian of student) should visit [www.singexplorecreate.com](http://www.singexplorecreate.com) to fill out the private lesson registration form, as well as pay for the registration, materials, and 1st lesson's fees (see "Make Payment" section of website for payment details). Registration and payment must be complete in order to secure the scheduled time slot and begin lessons.

### **Lesson Schedule:**

- Lessons are scheduled on a weekly basis in 30, 45 or 60 minute increments. Once a day/time is agreed upon by Sing Explore Create, LLC and the student, that time will be reserved for said student and the student will be responsible for paying for that timeslot.
- Lessons are held year round, however, the summer session (July/August) is optional. Students not taking lessons during the summer session must notify Sing Explore Create, LLC by June 1 of the current year.

### **Sing Explore Create Holidays:**

- No lessons will be held New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, week between Christmas Day and New Year's Day, February School Vacation Week, April School Vacation Week

### **Snow Days/Inclement Weather:**

- WE DO NOT FOLLOW THE PUBLIC SCHOOL SYSTEM when determining when to close due to inclement weather.
- Should we choose to close early, delay opening, or otherwise cancel services at the studio, students will be emailed.
- All closings, delays, and cancelations will also be posted on the homepage of our website: [www.singexplorecreate.com](http://www.singexplorecreate.com) ,as well as our Facebook page.
- Students will not be charged for lessons canceled by Sing Explore Create, LLC due to inclement weather.

### **Tardiness:**

- Students are expected to arrive at their lesson on time. Students arriving up to 15 minutes late may have the remainder of their scheduled lesson. However, the teacher reserves the right to not add missed time to the end of the lesson.
- Teachers are expected to arrive at the student's lesson on time. If the teacher is running

late by more than 10 minute for any reason, this will be communicated to you by a phone call.

#### **Cancellations:**

- The student will contact the teacher directly if a lesson will be missed. The teacher will give the student his/her contact information at the first lesson.
- The student is allowed one missed lesson every 3 months that they will not be charged for (regardless of the reason). The student will be responsible to pay for all subsequent lessons missed throughout the rest of the 3 month period, regardless of advanced notice or reason for the absence. Students may not carry over their unused “missed lesson allowance” into the new 3-month cycle. The 3-month cycles are October-December, January-March, April-June.
- The instructor reserves the right to cancel a lesson for any reason. No charges will be assessed if the instructor must cancel a lesson. Students will not be charged for any missed lessons due to the teacher’s absence.

#### **Makeup Policy:**

- Typically no makeup lessons are offered. Please refer to the cancellation policy for information further information on missed lessons.

#### **Termination of Lessons:**

- One-month’s written notice from the student is required for termination of lessons. Email and/or written letter are acceptable forms of notice. Written notice must be delivered to Sing Explore Create one-month prior to termination of services. In the event that the student discontinues lessons with insufficient notice, the student will be liable to pay costs for lessons not delivered during the notice period.

#### **Lesson Rates:**

**Please understand that when committing to lessons, Sing Explore Create, LLC is reserving a specific day/time for you that cannot be filled by other customers/students. Therefore, you are not only paying for each individual lesson that occurs, but for that time slot. Your lesson rate includes all of the following:**

- **Allotted time for lessons**
- **Reservation of the assigned day/time of your lesson**
- **Knowledge/expertise of your teacher**
  - **All teachers have a minimum of a bachelor’s degree in music**
- **Teacher Preparation for lessons**
  - **We adapt/modify everything we do to meet the individual learning needs/styles of each student in order to make sure each student has a successful and enjoyable experience**

- **Teacher's will work to learn new music that fits the interests of each student**
- **A lesson that is engaging, fun, informative and allows the student to gain a lifelong love of music, means of expressing him/herself, and the skills to successfully play your chosen instrument.**

The lesson rates are as follows:

- \$32 per 30 minutes
- \$48 per 45 minutes
- \$64 per 60 minutes

Rates are subject to change. At least 3 month's written notice will be given if changes to rates will be made.

**Materials Fee:**

- An initial materials fee of \$25 is due at the time of registration.
- Materials fees cover the costs of all lesson books, photocopies, folders, notebooks, and any other materials used during a lesson. All lesson books, folders, and notebooks given to students belong to the student and will remain in the student's possession should lessons be terminated.
- The materials fee will be reassessed only as students need additional materials (typically annually).

**Registration Fee:**

- A one-time \$15 registration fee will be due at time of registration for all new students.

**Payments:**

- Except for the first lesson (due in order to reserve timeslot), invoices will be emailed by the first full week of the month for services rendered during the previous month.
- Invoices should be paid in full within 15 days of receiving the invoice.
- A late fee of \$10 will be charged for monthly payments not received within 30 days of the dated invoice.
- If payment is not received within 45 days of the dated invoice, lessons will be postponed/terminated until the account balance is paid in full. During this time, Sing Explore Create, LLC reserves the right to give the student's timeslot away to other potential students.
- Credit card, checks or money orders made out to Sing Explore Create, LLC are acceptable forms of payment.
- Check and money order payments may be left in the brown lock-box located in the studio or mailed to: Sing Explore Create, 28 Webster Street, Box 11, Rockland, MA 02370. Payments should include the student's name and invoice #.
- Credit card payments may be made by visiting [www.singexplorecreate.com](http://www.singexplorecreate.com) and clicking

on "Make a Payment,"

- A \$20 fee will be charged for all returned checks.

**By signing below, the student and his/her guardian state that they have read and fully understand the policies outlined in this document. Furthermore, the student and his/her guardian agree to abide by all policies, including those specifically related to payment.**

---

Date

---

Student Name

---

Street Address

---

Town/Zip

---

Email

---

Parent/Guardian's Name if under 18

---

Student or Parent/Guardian's Signature if under 18