

# Miss Shannon's Music Studio - Studio Policy

## **Our Mission**

Miss Shannon's Music Studio strives to achieve the highest standards in music education by providing the community with experienced & educated teachers. We provide a comfortable environment that nurtures creativity, family bonding, self-esteem, focus, confidence, and emotional development. We hope to provide a love and foundation of music from babies to adults.

## **Student & Family Obligations**

Students agree to arrive at each lesson punctually, well prepared, and with their assignment books and music. For students to see continuing progress, daily quality practice is essential. We want our students to completely understand every assignment. Please do not hesitate to ask questions.

Practice guidelines are as follows: practice 4-7 days a week for 15-30 minutes a session or as instructed by your teacher. This will vary from child to child. Questions should be directed to Miss Shannon or the student's teacher.

If something is happening at home or at school that is affecting your child, let us know. A quick text informing us can make the difference between a great lesson and a difficult one.

Students, families, and visitors to the studio are to be respectful of all the Studio's instruments and property, including restrooms, lobby area, and parking lot.

**Please use your My Music Staff portal for payments, invoices, calendars, news, and more. You can cancel lessons through your portal.**

**We ask that you set up your bank account in your portal.** This makes it easier to pay on time. Setting up your bank account is easy and safe through the portal. Bank account transfers have no fee on your end. A credit card may also be set up in your portal for a small transaction fee of 3%.

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## Tuition

Tuition covers not only the actual lesson time spent with the student but the time preparing for each lesson as well. This includes:

- An individualized plan for each student
- Development of teaching materials, including pieces composed specifically for your child
- Training and experience
- Professional organization memberships
- Continuing education
- Music lending library

## Registration Fee

Each **private lesson student will pay an annual registration fee of \$35**. The registration fee pays for the cost of running the music studio. **Group classes and musicals have a built in registration fee.**

## Private Lesson Students:

**Tuition for thirty-minute lessons is \$30. Forty-five is \$45.00 and sixty-minute lessons are \$60.00. Lessons are typically once a week and are billed monthly.** You will receive your invoice via email on the 1<sup>st</sup> of the month. Full tuition is due on the first of the month. If your invoice is not paid by the 28<sup>th</sup> of the month, you will incur a monthly late fee of \$25. If special arrangements need to be made, please contact the studio.

## MusikGarten / Group Classes/ Musical: (listed on the website)

Semester tuition will be sent the week before classes begin. Payment is due by your first class. If special payment arrangements are needed, contact Miss Shannon before the classes begin. Make-ups may be made throughout the session at other classes but no credits or refunds will be given for missed classes. MusikGarten / group class prices vary depending on the session. Please check our website for current pricing information. Registration and materials are built into the semester price.

## Musical Participants:

Tuition varies based on the performance. Please check our website for current tuition prices. **Tuition is due no later than the audition date.**

## Recital & Music Fee

Recital fee is **\$15 per recital per student**. If any music needs to be purchased for you or your child the cost of the music will be added to your account.

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## Summer Lesson Policy

We are open in the summer. We encourage all students to continue through the Summer as this helps with progression. If unable to attend lessons throughout the Summer, we can **hold the current time slot and teacher for 2 lessons during the summer or a \$50 hold fee.** In order to not lose progress we ask that you continue through the majority of the summer.

## Refund Policy

**We have a no-refund policy.** If lessons are discontinued, the remaining tuition for the month is due. We require one weeks' notice for cancellation of lessons.

## Cancellation Policy

Lessons must be canceled at least **24 hours** in advance of your lesson. We will try to reschedule your lesson. If your lesson cannot be rescheduled, you will receive a credit on your account. **If you do not alert us about missing your lesson or if you do not show up for your lesson, you will be charged for the lesson.** You can cancel your lessons on My Music Staff in your portal or you can email and or text Miss Shannon or your teacher. Each student is allowed 3 cancellations per semester. After 3 cancellations, you will not receive a credit on your account and you will need to work directly with your teacher to make up your lesson.

**Private lessons are ongoing. If you want to discontinue or pause lessons, email Miss Shannon at [missshannonstudio@gmail.com](mailto:missshannonstudio@gmail.com) at least 30 days in advance.**

We understand that sometimes emergencies happen. Please notify us as soon as possible if an emergency arises so that we can work with you on rescheduling.

## Studio closures

We are always closed for Christmas Break, Labor Day, Memorial Day, 4th of July, and the first week back to school. Most teachers don't teach over Fall Break or Spring Break, but that decision is made year by year. We are OPEN during the Summer and expect students to continue private lessons.

## Weather Policy

If we need to close for a snow day or something weather-related, we will send an email and text message alert. We may not close every time school closes, we will assess the roads and weather conditions in the morning and then make a decision. If you don't hear anything, then classes will resume as normal. We will stay in communication through text, email, and Facebook.

# **Miss Shannon's Music Studio - Studio Policy**

## **Media Release**

Photos, videos, and audio recordings of students, their projects, and performances may be posted online and/or in print to be used by the instructor for promotional and workshop materials. Identifying information will be excluded or limited to first names only. Parents, guardians and/or students wishing to be exempt from any published media may do so simply by giving Miss Shannon a written notice.

## **Medical Agreement**

If any emergency medical procedures or treatments are required during the student's participation in any and all activities associated with Miss Shannon's Music Studio, I hereby consent to the instructor or staff taking, arranging for, or consenting to the procedures or treatment at his / her discretion. The only time a decision will be made regarding a serious injury or accident will be when extenuating circumstances prevent direct contact with parents/guardians regarding the matter.