

FAMILY MUSIC STUDIO

SUMMER 2017 POLICIES

PAYMENT FOR SUMMER SEMESTER: Payment must be made in full before the first lesson or class. Options:

1. Mail a check made out to "Family Music Studio" to Family Music Studio, PO Box 621, Lebanon, IN 46052
2. Direct your bank to mail a check made out to "Family Music Studio" to Family Music Studio, PO Box 621, Lebanon, IN 46052. Please time your check to arrive before the first lesson or class.
3. Pay in full at the first lesson or class.

ATTENDANCE (Private Lessons): When you register for private lessons, you are reserving my time. If the student misses a private lesson without prior notice, *there will be no refunds or make-up lessons for any reason* (conflicts, forgetting, illness, transportation issues, vacation, etc.). Since there is greater scheduling flexibility in the summer, students may reschedule a private lesson due to planned conflicts (vacation, etc.) if notification is given *on the registration form*. All other requests for rescheduling due to conflicts or illness may be possible but are not guaranteed. If rescheduling is not possible, the lesson is forfeited without refund. If I will be absent, I will either (1) Reschedule the lesson, (2) Arrange for a substitute teacher, or (3) Issue a refund for that lesson.

COMMUNICATION: Email from me at least 48 hours before a change in schedule constitutes adequate communication. Otherwise, a phone call may be made. *Please be diligent about checking your email* and notifying me if your email is down or changed. Feel free to call Family Music Studio at any time (765 891-1813). If you get voicemail, leave a message and your call will be returned. You may also email me at fmsinformation@gmail.net. If it is something requiring immediate attention, you should call, not email. FMS does not use texting as a means of communication.

PRIVATE LESSON OBSERVATION: Parents are welcome to observe private lessons. However, space is limited and not childproof. Younger siblings must be either on a lap or sitting next to parent *at all times* to ensure safety of musical instruments. If a younger sibling needs to crawl or toddle, please wait outside or in your vehicle.

OTHER: There are no pets in the home and smoking is not allowed inside or in the front or back yards.

Web: www.familymusicstudio.net **Phone:** (765) 891-1813 **Email:** fmsinformation@gmail.net