



Adagio Lesson Studio and Music Therapy
Lesson Studio Policies and Procedures Contract

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MISSION STATEMENT: Adagio Lesson Studio and Music Therapy strives to inspire clients to express themselves through music and to foster excellence in musical and non-musical proficiency in a positive, fun, and professional environment. Instructors and therapists endeavor to work with each client in the manner that best allows them to grow and flourish.

Studio Objective: To foster a love and appreciation for music and the arts, that can be carried on throughout the client's lifetime, and for the music therapy clinic, to utilize this enthusiasm for music to accomplish non-musical goals.

Policies and Procedures

Please read all of the Adagio Lesson Studio policies and procedures carefully, because you will be required to sign a statement agreeing that you have read, understand, and agree to abide by all of the policies and procedures in this contract. Policies are in place to keep the studio a positive, fun, productive, and professional learning environment.

ACADEMIC YEAR: The academic year runs from August 27, 2018 through August 23, 2019, and includes a minimum of four summer lessons in July and August. Lessons are held on a weekly basis. Enrollment in the studio indicates commitment to commitment to study for the full academic year.

PARENT/GUARDIAN MUST REMAIN ON SITE AT ALL TIMES. For student safety, a legal guardian, guardian-approved caretaker, or other approved adult must remain on-site and readily available at all times that the student is there. Parent/guardians waiting for students outside of the building is not acceptable without prior arrangements. A signed note or form from a parent is required if someone else is dropping off, remaining with, or picking up the student. An adult must supervise any minors that are at the studio. I can not supervise or be responsible for waiting siblings or other children while I am teaching.

FOOD: Please keep food and drinks in the waiting area or hall. Water with a closed lid is an exception to this rule. Never set food or drinks, including water, on the pianos and NEVER eat over the pianos. Gum is NOT allowed in the studio, and anyone chewing gum in the studio will be asked to put their gum in the trash.

REGISTRATION: No registration fee for 2018-2019 year!

BILLING & PAYMENT: Tuition is billed monthly, in advance, and includes the total cost for all lessons to be received. Payment for each month of lessons is due on or prior to the first lesson of each month.

Separate invoices may be issued for recital fees, sheet music, lesson book reimbursement, materials, contest enrollment fees, etc. Please note that if I purchase and pick-up or ship music for the student, there may be a nominal convenience fee. Tuition and fees may be paid online (via credit card, debit card, or PayPal account), via check made out to “Adagio Lesson Studio”, or via cash.

LATE PAYMENTS: There will be a \$25.00 late charge if payment is NOT received on or before the due date listed on your invoice. If the account balance is not paid within two weeks of the due date, the student will be either temporarily suspended or officially withdrawn from lessons. If a check is returned/ “bounces”, there will be a \$25.00 charge to the client (plus any bank charges that may be incurred).

SUMMER LESSON SCHEDULING: At least four summer lessons must be scheduled and purchased in order to continue lessons during the 2019-2020 academic year as a continuously enrolled student (no registration fee for 2019-2020). This policy is in place to allow students to maintain continuity of studies, continued progression, and to best retain information. Often, students progress by leaps and bounds in the summer, because they do not have simultaneous schoolwork. Clients that enroll in and purchase less than four summer lessons may re-enroll (including paying applicable registration fees) prior to the first day of the 2019-2020 academic year.

MISSED LESSONS: If a student misses a lesson for any reason and gives at least 1 hour notice, they may schedule a make-up lesson IF a mutually agreeable time for student and instructor can be found. Make-up lessons are NOT guaranteed and expire 90 days from the date of the missed lesson. No refunds will be given for missed lessons.

CANCELED LESSONS: If Adagio Lesson Studio and Music Therapy must cancel a lesson, the lesson will either be refunded or rescheduled depending upon instructor availability.

ILLNESS POLICY: The piano keyboard is an excellent breeding ground for germ contamination. Therefore, it is my goal to keep the studio as clean and germ free as possible. Please do your part to assist with this matter:

1. All students must wash or sanitize their hands prior to their lesson.
 2. *Students who miss school or work for any contagious health issue, must also miss their music lesson.*
 3. Students should not attend lessons if they are contagious.
 4. Students that attend a lesson with chills, fever, excessive coughing, flu-like symptoms, etc. will likely be asked to return home to rest and recover (see “Missed Lessons” policy above).
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MATERIALS: Lesson and theory books (or ‘combination books’) are mandatory, and other materials are optional. Clients are responsible for the purchase of their own lesson books and materials. All assigned music (including Theory Books, Technique Books, Assignment Notebooks, Flashcards, etc.) must be brought to each lesson.

PRACTICE: The more a student practices, the more proficient they will become at note accuracy, rhythm, technique and artistry. Daily practice (even 10-15 minutes) is scientifically shown to be best and yields far better results than bulk practice on one day per week.

INSTRUMENT CARE: All students must have access to a practice instrument. For good hand position on guitar and piano, fingernails should be kept short. Please make sure that your child's piano is tuned regularly and in good repair (all keys and pedals working). If a digital keyboard is used, 88 weighted, touch-sensitive keys will yield optimal progress. Make sure your child's guitar has had a ‘set-up’, is in good repair, is kept out of extreme temperatures, and is tuned before each practice session. *In the case that in-home piano or voice lessons have been deemed an absolute necessity, an 88 key keyboard with weighted and/or touch/velocity sensitive keys is the minimum acceptable instrument for lesson use.*

MEDIA RELEASE

Upon signing this document, you authorize Adagio Lesson Studio and Music Therapy to take and to use videos (including audio and video), videos (video only), audio recordings, photographs and/or digital images, digital audio/visual recordings, or digital videos of the student and of their family members for use in publicity material, news releases, and/or educational

materials, not limited to printed publications or materials, electronic publications, social media, and websites. You understand that your child's name and names of family members will not be revealed. You authorize the use of these images, audio recordings, and videos without review or compensation to you, legal guardians, or the student. You indemnify, release, and hold harmless Adagio Lesson Studio and Music Therapy and its employees, contractors, agents, and representatives from any claims that may arise from these uses. All negatives, prints, and digital media shall be the property of Adagio Lesson Studio and Music Therapy.

LIABILITY RELEASE

There is a risk of injury with any activity involving movement, physical activity, or singing/vocalization. Also, instruments are selected to be safe for use, but injury related to instrument use is possible. Upon signing this contract, you hereby waive and release Adagio Lesson Studio and Music Therapy, Audrey Reynolds, MT-BC, and any agents, employees, volunteers, or assignees, from any and all liability, claims, demands, damages, actions, or causes of action whatsoever, past, present, or future, related to your and/or your child's participation in music lessons and related music services, even where such damage or injury is caused in whole or in part by the ordinary negligence of the released parties. You agree that you and/or your child are voluntarily taking part in music lessons and related music services.

RECITALS: There will be one annual music recital in June or July each year. There will be a \$50 recital fee for each participating family of up to two students (+\$25 per additional student after 2).

WITHDRAWAL OR TERMINATION: Four weeks' advance notice is required from clients that are discontinuing lessons. Please plan ahead if you must withdraw for any reason. You will be responsible for payment in full for lessons during this four-week time frame, and the student may attend lessons just as they normally would during this time. ***Adagio Lesson studio and Music Therapy reserves the right to suspend or terminate services at their discretion for any clients and/or students that cause harm to instruments, equipment, or people, or who otherwise disrupt the functioning or safety of the studio in any way. Adagio Lesson Studio and Music Therapy also reserves the right to suspend or terminate services at their discretion for any clients and/or students that have excessive absences or have an unpaid balance on their account for longer than two weeks past the due date or that are otherwise in breach of this Policies and Procedures Contract.***

Please type your name in the signature box to indicate that you have read, you understand, and you agree to abide by the policies in this contract.