

2017-2018
Elizabeth Joy Music School Policy

Congratulations on taking music lessons! By choosing to learn music, you are embarking on a journey that will benefit you and bring you joy for life. Thank you for allowing me the privilege of being your teacher. In order to make our time productive, I have established the following policies:

Lesson Times: I try to work with each of my students in order to give them the most convenient lesson time. Please be as flexible as possible when informing me of your available times.

Location and Schedule: Music lessons are offered at your home. To give everyone as productive and uninterrupted of a lesson as possible, please observe the following:

- Be ready to begin at the scheduled lesson time. Lesson books and binders should be on hand at the beginning of the lesson.
- Parents are required to be present in the home during lessons. In the event of an emergency, if a parent cannot be reached, you agree that I will be permitted to exercise my discretion in providing care and treatment for your child. Parents agree to hold me harmless for any such care and treatment decisions.
- Noise from other children, television, etc. can detract from learning so please help the student focus by minimizing distractions in your home during lesson time.

Attendance: Regular attendance is required to make appropriate progress. If you are unable to take a lesson, please give me at least a 24-hour notice by calling, emailing, or texting:

Phone: 360-594-7464

Email: Elizabeth@ElizabethJoyMusic.com

Payment:

Tuition:

Private Music Lessons: Tuition is charged by the month for lessons in your home. All home visits are a minimum of one hour, and the hour can be devoted to one or two students. Additional half-hour lessons can be added to the initial hour for a prorated rate. The monthly tuition guarantees that I will be prepared and present to teach lessons 41 weeks per year. Payment is due in advance, by the 10th of every month payable by check. Families should expect an annual adjustment in tuition appropriate to cost-of-living increases and services offered.

Monthly Tuition Rate: _____

Please make checks payable to Elizabeth Joy. Payments can be made in person or they can be mailed to the following address:

Elizabeth Joy
PO Box 6861
Bellevue, WA 98008

Missed Lessons:

Since specific times are exclusively reserved for specific students, a student who does not attend a lesson will simply miss the benefit of that lesson. Tuition covers far more than just the

lesson time, so you do not need to worry that missing a lesson means wasting money. I frequently use missed lessons to plan for my students' progress, locate materials, etc. See the "**What Does My Tuition Cover?**" page for more details. There are no refunds or discounts given unless I am unable to teach the promised number of lessons.

Unpaid absences result in losing your spot on my schedule, as I will unfortunately have to fill your lesson time with another student. I cannot guarantee your time slot unless payments are continued throughout your absence.

Missed Lesson Options:

- Phone or Skype lessons during the student's regular lesson time. You can find me on Skype via my email address (elizabeth@elizabethjoymusic.com). Please add me on Skype prior to our lesson time. My phone number is 360-594-7464 if you prefer a phone lesson.
- Parent-Teacher phone conference. We can use the lesson time to discuss the student's musical progress and goals over the phone.
- A "written" lesson. Please send me a video of the songs the student has been practicing via email before the scheduled lesson time. I will use your lesson time to review the video and write a response email giving feedback and instruction.

Flex Weeks:

In the event that I have to miss a scheduled lesson, I will make up that lesson at your regularly scheduled lesson time during a "flex week", as indicated on my teaching calendar.

Illness:

Students who are ill should not take lessons. I reserve the right to leave a lesson if a student is not well. If students are only mildly ill, please email me and we can do a phone/Skype lesson or a "written" lesson. If students are very ill, consider a parent-teacher phone conference. Please remember that tuition covers much more than lesson time. I will be working to ensure my students' success even when lessons are missed for illness.

Website Privacy:

Pictures and videos of my students may be posted periodically on my website and YouTube channel with no names attached. These postings are for the benefit of helping other teachers and students.

Recitals and Opportunities:

Opportunities for recitals and other music events occur every year. I keep my students informed of these opportunities via email and in person. I ask my students to participate in recitals and other musical activities throughout the year.

Books and Materials: I will let you know what books are necessary for the student's progress, but obtaining them will be your responsibility. Most books can be purchased from Amazon.com. It is important that books be purchased promptly.

Practice Time and Other Requirements:

Practice is required to make progress. I like to emphasize the quality versus quantity of time practiced. However, in order to get good *quality* practice, a minimum of 15 minutes a day, five days a week is necessary. As students advance and mature, this requirement will increase. I try to be very specific about practice techniques to the student and to the parent, so that each knows what quality practice is. Please communicate with me on how you think your child's practice is going at home.

For piano students, please try to have your piano tuned twice a year (the best times are spring and fall).

For harp students, please tune your harp before each lesson.

Fingernails must be kept short at all times.

Dismissals and Termination:

If for any reason you must stop lessons, one month's notice is required. At that time, I will prorate the tuition for your final month to reflect the number of lessons that you have received based on the last lesson date. You will be required to pay this balance.

Regrettably, I will have to dismiss a student if any of these circumstances occur:

- *Failure to pay tuition on time
- *Persistent absences
- *Uncooperative attitude
- *Failure to follow practice as instructed
- *Lack of progress due to insufficient practice or unfulfilled requirements

Thank you for abiding by these policies in order to make music lessons as successful and enjoyable as possible.

2017-2018 Parental Agreement to Terms

I have read the 2017-2018 Elizabeth Joy Music School Policy and agree to abide by all the terms and conditions in that document.

Agreed and consented to by:

Signature of financially responsible party

Date

Student Agreement of Terms

Please list names of students you wish to enroll. Next to their name, the student should sign their name indicating that they have read, understand, and agree to abide by the last 4 sections of the policy (Recitals and Opportunities, Books and Materials, Practice Time and Other Requirements, and Dismissals and Termination).

Student Name

Signature

Age

Student Name

Signature

Age

Student Name

Signature

Age

What does my tuition cover?

- Time spent teaching the student during lessons
- Time spent preparing for lessons and customizing the lesson plan to the student's level of proficiency and interests. Tuition covers the time I spend searching for appropriate music to both motivate and stimulate learning.
- My commute to your home for lessons
- Recital costs and preparations (programs, facility rental, time spent planning)
- Operational expenses such as printing sheet music and other educational materials, making copies, preparing and stocking content for music lesson binders, etc.

For every hour enrolled in music lessons, you are investing in at least 2 hours of your teacher's time.

2017 Elizabeth Joy Music School Calendar

Blue= No Lessons

Purple= Flex weeks

There will be no lessons during flex weeks unless I missed a lesson during the semester. If I miss a lesson during the semester, I will make up that lesson at your regularly scheduled time during the flex week following that semester.

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan 2017	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
Feb 2017	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	1	2	3	4
Mar 2017	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Apr 2017	2 No Lessons	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30 Spring Recital	1	2	3	4	5	6
May 2017	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
Jun 2017	4	5	6	7	8	9	10
	11	12	13	14	15	16	17 *Last Day of Spring Semester Lessons unless I miss a lesson. Lessons I miss will be made up the week of June 18- 24
	18 Flex Week	19	20	21	22	23	24
	25 No Lessons	26	27	28	29	30	1
	2	3	4	5	6	7	8
Jul 2017	2 No Lessons	3	4	5	6	7	8
	9	10	11	12	13	14	15

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
Aug 2017	6	7	8	9	10	11	12
	13	14	15	16	17	18	19 *Last Day of Summer Semester Lessons unless I miss a lesson. Lessons I miss will be made up the week of August 20-26
	20 Flex Week	21	22	23	24	25	26
	27 No Lessons	28	29	30	31	1	2
	3 No Lessons	4	5	6	7	8	9
Sep 2017	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
Oct 2017	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29	30	31	1	2	3	4
Nov 2017	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19 No Lessons	20	21	22	23	24	25
	26	27	28	29	30	1	2
Dec 2017	3	4	5	6	7	8	9
	10	11	12	13	14	15	16 *Last Day of Fall Semester Lessons unless I miss a lesson. Lessons I miss will be made up the week of December 17-23
	17 Flex Week	18	19	20	21	22	23
	24 No Lessons	25	26	27	28	29	30
	31 No Lessons	1	2	3	4	5	6