

## JONI STEWART\*PRIVATE INSTRUCTION

### BUSINESS POLICIES - 7/29/2022

#### Purpose of Business Policies

The purpose of these business policies is to provide an understanding of the responsibilities of both the teacher and the student.

#### Financial Information

- Tuition is based on a rate of \$17 per 1/2 hour lesson; \$27 per 3/4 hour lesson; and, \$32 per hour

lesson. Lessons are given weekly.

- Tuition is charged monthly and due at the first lesson of each month for the number of lessons

contained in that month. (Example: If September has three lessons, three weeks of tuition is due

at the first lesson of that month.) You can pay with a personal check made payable to JONI STEWART OR WITH CASH.

- A guild fee of \$5 will be billed in the month of January for all participating students.
- I generally purchase all music for my students. A receipt for these materials will be provided to

the student and reimbursement will be expected with the next month's invoice.

- Students who are not enrolled in other classes at Peachtree Learning Center will need to purchase a \$3 parking pass. (This pass is included in the registration fee for students enrolled in

other Peachtree classes.) This parking pass is good for the entire year (unless a replacement one

has to be issued due to damage).

#### Cancellation Policy

As part of my contract with Peachtree Learning Center, I am required to support the following cancellation policies:

In the event of a missed lesson, please note the following:

- Tuition is not refunded unless the missed lesson is a result of the instructor's absence and the instructor is unable to reschedule that lesson.

- If you know in advance (a minimum of 24 hours' notice) that you will be absent, your instructor may be able to schedule a make - up lesson, however, the instructor is not

required to offer this service as providing instruction to other students who are in attendance is a priority. Make - up lessons will not be offered for last minute cancellations.

- Due to the large number of classes and private lessons being offered at Peachtree Learning Center this year, available slots for make - up lessons will be limited. Please make every attempt to attend your lesson in the time allotted.
- If your child becomes sick and needs to be absent, please notify your instructor as soon as possible. Your instructor will try to schedule a make - up lesson if possible.

Per insurance, if Peachtree Learning Center has to close due to inclement weather, every activity held in the building that day must be cancelled. If a make - up lesson cannot be provided,

the student will be credited for that lesson.

If there is a stormy weather (possible tornados), Peachtree may not have time to make a call on

cancellation. This would be left up to the teacher & parent. If a teacher or parent feels unsafe

travelling, a make - up lesson should be offered.

#### Practice Requirements

All students will be required to practice four to five days a week. The length of this practice time

will vary dependent upon the student's academic level. Taking private music lessons is both a privilege and a responsibility. A lack of practice results in a lack of motivation, and makes it difficult for me to do my job properly. Please respect my time and your child's education by encouraging a regular routine of practice in your home.

#### Special Activities

Students are encouraged to participate in Peachtree's recitals held in the fall and spring semesters. These recitals are essential to the development of musicianship skills as they provide

an incentive for practice and memory work.

GUILD is a special program I make available to all of my piano students. Information on this program will be provided during the fall semester.

Throughout the year I try to provide multiple opportunities for my students to play in special

community events. I also work with students who have opportunities to perform in talent shows

at their schools or in worship services at their churches.

#### Teacher's Pledge

I promise to teach each student to the best of my abilities. I promise to be fair and professional in

all my dealings with the student. I promise to network with other teachers and to continue educating myself in the field of piano studies so that my teaching methods do not become stale

or outdated. I promise to treat each student, as I would like to be treated. I promise to discover

what motivates and encourages each student in order to meet his/her individual needs. I promise

to be available to each of my students and his/her parents - feel free to call at any time with any

question.

#### Student/Parent Pledge

Once you have read and agree to these policies and procedures, please sign the Business Policies

Pledge on your student's application, and retain this information for your personal records.

Thank you.