

SHELBY MITCHELL PIANO INSTRUCTION

BUSINESS POLICIES

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 \$20 per half hour lesson. In the case of more advanced students, 45-minute lessons may be offered at a rate of \$25 per lesson. Lessons are given weekly.
- ❑ Tuition may be charged weekly or monthly, dependent on the preferences of the parent. If paid monthly, tuition will be due at the first lesson of each month. A late fee of \$10 will be charged for each late tuition payment.
- ❑ The first appointment with any new student (whom I have not taught before) is treated as an evaluation of skill level and tuition will not be charged for this session.
- ❑ In most circumstances I purchase curriculum for my students, since I know precisely the materials they need, and often am able to obtain a teacher's discount. The total for any materials purchased will be added to the next tuition amount due.

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 a make-up lesson cannot be scheduled.*
- *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 since providing instruction to other students*

who are in attendance is a priority. Make-up lessons will not be offered for last minute cancellations.

- 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 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 traveling, 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 depending upon the student's age and academic level, but generally should be no less than half an hour. Taking private music lessons is both a privilege and a responsibility. A lack of practice results in a lack of progress (and therefore motivation), making 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 Spring Recital held in the month of April. Since music is a performing art, these recitals are essential to the holistic development of musicianship skills. Not only do they provide an incentive for practice and memory work, but they provide a venue for students to learn the art of performing. The spring recital is formal (not black-tie, just "Sunday best"). All family and friends of the students are invited to attend.

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 treat each student as I would like to be treated. I promise to search for what motivates and encourages

each student in order to meet individual needs. I promise to be available to each of my students and parents - feel free to call me 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!

Shelby Mitchell

(912) 663-8370

minickshelby@gmail.com

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Registration Form

Student Name (first and last): _____

Student's Date of Birth: ____/____/____

Name of Parent(s) (if student is under 18): _____

Address: _____ City: _____

Zip: _____

Parent Email Address: _____

Main Phone: _____ Type: _____ Cell _____ Home

Alternate Phone: _____ Type: _____ Cell _____ Home

I have read and agree with the policies and procedures given to me by my child's teacher, Shelby Mitchell, and I understand they are in accordance with Peachtree Learning Center policies.

Signature: _____ Date: _____