

Studio Z

Voice & Piano Lessons

700 W. 15th Street

Edmond, OK 73013

(405) 371-8538

studioZmusiclessons@gmail.com

STUDIO POLICIES

I. Lesson Time

- a. **Attendance-** Your lesson time is reserved for **you**. Remember, I teach more students than just your child; please be considerate of both my time and yours. Please understand that the tuition you pay reserves an exclusive weekly time in my schedule for your child.
- b. **Make-up lessons- There are NO makeup lessons, but you do get one lesson for free.** There are a specific number of lessons per semester, then one extra week of lessons to be the “built in make-up lesson” that is not charged for. Essentially, if you never miss a lesson, you receive a free lesson each semester. I am also happy to do a FaceTime lesson with you during your lesson time if for some reason you aren’t able to be present at the studio. Notification of inability to attend a lesson is courtesy to the teacher, but does not excuse payment for missed lessons. *No adjustments in tuition will be made for missed or cancelled lessons.*
- c. **Teacher Cancellation/COVID 19** If the teacher has to cancel a lesson for any reason, the lesson will be rescheduled at a time convenient for both student and teacher. *No refunds or adjustments in tuition will be made.* If teacher has to be out a few weeks due to COVID-19 sickness or exposure, lessons will immediately switch to ZOOM if teacher is feeling well enough.
- d. **Weather Policy-** The studio will remain open during small bouts of bad weather. Please use your own discretion whether you think it’s safe for your family to travel to the studio. I’m happy to FaceTime a lesson with you if you think it’s best for you to stay home. *There are no refunds for missed lessons due to unforeseen weather cancellations.*

II. Expectations

- a. **Practice/Preparation-** I expect all students to be prepared for each of their lessons. This means having done what I assigned them the previous week, and having practiced regularly throughout the week. Practice should have the same priority as homework for school. Daily practice is essential! Your child will get back what they put into their lessons. Consistent practice brings quality results!
- b. If the student comes to their lessons consistently **unprepared**, I reserve the right to send them home early. I will not reward them by doing fun activities, or working on something new, or playing games just to fill the lesson time, if they have come several weeks unprepared.
- c. **Recommended Practice Time:** Minimum of 15-30 minutes practice depending on age. This can be split up into two short sessions each day.
- d. **Parental Involvement-** Both your child and I need you to be a supportive parent. Show your child that their lesson is important to *you*. Be involved with their advancement by **reminding them to practice, and for elementary age students, practice WITH them!** Take note of the progress they’ve made on a particular piece of

music they have been learning. Overall, make manifest of how proud you are of them, and that you are their #1 fan!

- e. **Respect-** I give your child my all as a teacher. I deserve to be treated with respect from both students and their parents. Anything less is unacceptable, and will result in **dismissal** from my studio.

III. Tuition Payment

- a. Tuition is due the **first lesson of each month**, and no later than the 10th of each month. If payment is not received by the 10th of each month, a \$10 late fee will be added to next month's tuition. Paying your tuition on time allows me to pay my bills on time.
- b. Venmo, Cashapp (both @amberzuniga77), Zelle, and Paypal (MUST be "sending to friends and Family") are all acceptable forms of electronic payment, as well as cash and check. Please make checks payable to **Amber Zuniga**.
- c. If you decide to discontinue piano lessons, please provide 30 days notice. If 30 days notice is not given, one month's tuition will still be charged as an exit fee.