



JENNIFER POORE ~ PRIVATE 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 \$17 per ½ hour lesson. Students taking an hour lesson receive a discounted rate of \$32. 20-minute lessons are available as needed, at \$ Lessons are given weekly.
- ❖ Tuition is charged monthly and due at the first lesson of each month. (A statement will be provided the week before.)
- ❖ A late fee of \$17 will be charged for each tuition payment later than a week.
- ❖ A receipt for any materials that I purchase for the student will be provided and reimbursement will be expected within two weeks.
- ❖ A charge of \$2 per ½ hour will be made for any excused absences to cover the rental of your lesson space and time at Peachtree. (For example, if I cancel the lesson and no make-up is provided, you will not be charged. If you cancel, but a make-up is scheduled, you will be charged the regular amount. If you cancel, and no make-up is scheduled, you will still pay \$2).

### 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 five days a week. The length of this practice time will vary depending upon the student's age and academic level. 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 ultimately 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. There is also an Advanced Recital held in November, participation in which is determined by the students work ethic and repertoire level.

Throughout the year, I try to make my students aware of opportunities to participate 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, or other venues.

### 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 fields of classical guitar and vocal 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 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 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!

Jennifer Poore

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