

Annie Adams Studio Policies (revised March 2022)

Thank you for signing up for lessons! Please read the following policies. If you have questions or concerns, please reach out to me by phone or email.

--Attendance and Lesson Cancellation --

By signing up for lessons, you agree to attend every lesson you schedule. Learning an instrument is a commitment, and showing up to your lessons is paramount to your success.

I will review schedules at the beginning of each semester (January/ Mid-May/ August), and once your lessons are scheduled, that is your slot for the semester. You may request a change of time slot, but I cannot guarantee my ability to do so.

Scheduling preference is given to those who schedule recurring lessons and payments, whether paying weekly or monthly.

If you will be out of town or have another commitment on the day of a lesson, please let me know as soon as possible. I will do my best to reschedule lessons at a mutually convenient time.

You will be charged for lessons canceled with less than 24 hours' notice, except in the case of illness or emergency.

You will be charged for no show/ no call lessons. These lessons may not be rescheduled.

If you/ your child are ill (have a fever, or any symptoms of the flu, strep throat, Covid-19, or any other contagious disease) please stay home. If you arrive for lessons and are showing symptoms of illness, you will be immediately sent home and will forfeit your lesson for the week.

If you consistently miss or cancel lessons, I reserve the right to assign your time slot to another student.

--Payment and Fees--

Payment is due at the time of scheduling. I will send an invoice through PayPal, and your lesson time is not reserved until payment is made. If this is not possible, please speak to me and we will find another arrangement.

I will send confirmations through google calendar with all pertinent information (address, Zoom conference code if applicable, etc.).

If there is ever an issue making payment, please speak with me well before the day of the lesson so we can work out an arrangement. This option is only available with advance notice.

--Emergency Contact Information--

All students must provide emergency contact information. For minors, please provide a contact in addition to the adult who accompanies them to lessons.

--Snow Days/ Cancellations due to weather, pandemic, or other emergency—

If school is canceled or dismissed early in Davidson, Wilson, Rutherford, or Williamson Counties due to inclement weather, contagious illness, or other emergency reasons, all in-person lessons will be moved to the Zoom Conferencing platform. If this happens, I will be in touch individually with a link and conference code. **If this is not possible, please let me know upon receipt of these policies.**

Online lessons will still meet on these days. If for some reason you are unable to meet (power outage, etc.) please let me know ASAP.

***In addition, I reserve the right to halt in-person lessons at my discretion due to Covid or other contagious illness outbreaks.**

--Security Recording Notice—

Lessons taking place at my studio location are under video surveillance for security purposes.

--Online Lesson Considerations—

Online lessons follow all of the same attendance, payment, and preparedness guidelines as in-person lesson lessons.

Parents of children taking online lessons, please be prepared to help your child get online for their lessons, and be available to help troubleshoot should any technology issues arise during our lesson time. Also, please ensure that your device is charged or has a charger available for use.

--Scheduling lessons for minor children--

Parents scheduling lessons for your minor children, please note the following policies:

- Parents should be prompt in dropping off and picking up students from my studio.
- If I am coming to your home for lessons, please advise if an adult will or won't be present. If an adult will not be present, please do not have other children present who need supervision.
- Parents are encouraged to attend and observe lessons at any time, both in-person or online, but I do ask that no other children accompany you.
- While it is your child's responsibility to practice and be prepared, please help facilitate their musical education by allowing them time to practice their instrument, encouraging them to practice regularly, and helping ensure they have all books and materials needed for lessons.
- I agree and understand that school work comes first, but please plan ahead as much as possible for school commitments that would prevent your child from attending lessons on a given day. These include things like finals, state exams, school choir or band concerts, homecoming, etc. The same guidelines apply for cancellation of lessons in these situations as

for all lessons (24 hours notice of cancellation to avoid being charged), but again, please be courteous and give as much notice as possible.

For All Students:

--Student Expectations--

Be prepared: **please bring all books, music or materials to your lessons, along with a pencil and a notebook or some other way to record your practice assignments.** This is applicable for online and in-person lessons.

Be punctual: please show up on time for your lessons!

Practice: the more your practice on your own, the more we will accomplish during your lessons!

Communication: Please inform me if there are circumstances affecting your ability to practice or attend lessons, make payments, or anything else, and I will do my best to work with you.

--Teacher Expectations--

I will be prepared and punctual for our lessons. Most importantly, I will communicate with you openly and honestly regarding your progress, scheduling, payment, and anything else that may arise.

My goal is to make learning an instrument a fun and constructive experience, and while I do stand by my policies, I will always do my best to be reasonable and to work with you and your family as long as we have open communication.

--Covid-19 Precautions and Policies--

For those returning to in-person lessons, please note the following:

1. All students must wear masks during lessons due to the close-up nature of lessons. I will be masked at all times.
2. Please wash hands/ have your child wash their hands before beginning their lesson. I will continue to sanitize my hands before and after each lesson. For students at my home, I will provide hand sanitizer.
3. For lessons in my home, I will sanitize all high-touch surfaces and any shared instruments/ equipment after each student.
4. If you or anyone in your household have Covid-19 or have been exposed to Covid-19, you agree to cancel in-person lessons for 2 weeks from the time of exposure. You have the option to reschedule these lessons online or wait to resume lessons. I will waive all cancellation fees.
5. You agree to notify me if there has been an exposure to Covid in your household within a week of seeing me in person.
6. If the student or anyone in the household is ill in any way, we will cancel the lesson or move the lesson online for the week. The 24-hour cancellation requirement is waived if you are ill.

Thank you for your respect, understanding, and flexibility.