

## CAROL LANDER MUSIC STUDIO

In-Person and Online Private Lessons

Piano & Flute

207-631-0686

[lander.carol@gmail.com](mailto:lander.carol@gmail.com)

[www.carollander.com](http://www.carollander.com)

[www.facebook.com/carollandermusic](https://www.facebook.com/carollandermusic)

### MUSIC LESSON POLICY SHEET 2023-2024

*\*Please Save This For Reference\**

Thank you for choosing music lessons! I strive to give a half hour of musical education, enrichment, motivation, and fun to all of my students each week.

#### CALENDAR

Lessons are 30 minutes long and held once a week. Students reserve their own lesson time that becomes their standing appointment. The Lesson Calendar runs from September 1, 2023 through August 31, 2024 and provides all students with 46 lessons during the year. Please refer to the **Lesson Calendar** for holidays.

June and Summer – Starting when school is out in mid-June, a new summer schedule commences. In May I will choose a summer schedule, then students will sign up for their summer lesson time. Students who wish to take a break during the entire summer may pay half tuition in June, attending the first two weeks only and finishing when school is out.

School Year Schedule:

- Monday-Thursday (Online Remote Lessons) – 7, 730, and 8 am
- Monday (Online Remote Lessons) – 230-530 pm (last lesson 5 pm)
- Tuesday, Wednesday, Thursday – Old Town Elementary School – 230-530 pm (last lesson 5 pm)
- Friday – In SEARSPORT - 330-530 pm (last lesson 5 pm)

#### ONLINE LESSONS

FaceTime, Skype, Zoom and Google Classroom are the preferred platforms for online remote lessons. Parents will schedule the Zoom or Google Classroom. I will initiate the call if using FaceTime or Skype. Students age 5-7 need an adult to help with an online lesson call and to monitor the lesson and offer aid *when needed*.

Please be sure to set up your online lesson in a quiet space in your home that is free of competing sound or distraction. Turn off or silence cell phones during lessons.

Plan in advance how to set up your camera angle. I need to see the student and their hands on their instrument and they need to be able to see me.

Students should always have a pencil with eraser at their online lesson.

#### IN-PERSON LESSONS AT OLD TOWN ELEMENTARY SCHOOL

You may park in the Visitor Parking Lot/Pre-K Pickup on the left side of the building and use the FIRST door on the left side of the building, which is locked. Wait for me, I will greet students at this door and see them back out. I always wait with them until I make sure their ride is there before I let them go.

Piano students should always come to lessons with clean hands if possible. If not, there is a sink in the band room to wash them. No food or drink at lessons except water.

SCHOOL CLOSING: If RSU34 is closed for any reason, or if after-school activities are cancelled, I will hold online remote lessons instead. Be sure to be ready for this eventuality. I will contact the students/parents that day. PLEASE DO NOT CALL THE SCHOOL.

#### IN-PERSON LESSONS IN SEARSPORT

Please park directly in front of the house or at the top of the driveway. Use the front walk/door. If there is any reason to switch to online remote lessons, we will be in contact with each other and decide together.

#### TUITION

Tuition is \$105 per month and is due on the first lesson day of the month, payable by cash, check, mailed bank check, or Venmo@carollandermusic. Monthly tuition remains the same regardless of the number of lessons taught in any given month. Two lessons a week or hour-long lessons are \$200 per month. There is a reduced rate for siblings each taking a weekly lesson at \$100 each per month.

There are no credits or refunds for missed lessons (see below for the definition of a missed lesson) regardless of the reason for absence. Pro-rated tuition is only available for students who begin study mid-month (or in June as stated above).

Tuition payment received after the 10<sup>th</sup> day of the month must include a \$5 late fee. There is a \$25 fee for all returned checks.

#### MISSING A LESSON

Please let me know if you are going to miss a lesson. There is a good chance you can make it up (see below). If it is last minute, please contact me by text.

### MISSED LESSON

A missed lesson is one in which the student fails to show up or fails to give 24-hour advance notice that they cannot attend. If 24-hour notice is not given, the student forfeits the lesson. Please choose a lesson time very carefully. Your lesson time is reserved especially for you on my calendar. It is your regular weekly appointment and must be paid for regardless of your presence.

### MAKEUP LESSONS

Makeup lessons will be given at no additional charge, provided that 24 hours advance notice is given that a lesson will be missed. If less notice than that is given, the lesson is forfeited.

The makeup lesson will be within normal teaching hours and must be scheduled at a time that is within a week or so of the cancelled lesson.

ILLNESS: If your student misses school due to illness, a makeup lesson where 24-hour notice is not given will be considered, but isn't always available.

A makeup lesson for a missed lesson due to extreme circumstances will be considered but only at my discretion.

A missed makeup lesson will not be rescheduled.

Please give notice as soon as possible. A make-up lesson time is not always available, therefore not guaranteed. Your advanced notice of a cancelled lesson can become someone else's makeup lesson and vice versa.

I will reschedule a lesson that I cancel.

### LEAVE OF ABSENCE

If a student chooses to take off a month or more, their reserved lesson time is forfeited unless tuition is paid.

### CESSATION OF STUDY

Students may withdraw from study at the end of any month by giving notice at the first lesson of that month. Notification of intent to discontinue after the first of any month does not excuse payment. In this case, you may continue to study until paid tuition is exhausted.

### CONTACTING ME

You may contact me by email, cell phone, or texting. If you need to contact me during lesson times texting is best.

### PRACTICE

Students must practice at home in order to progress. All students are allowed to progress at their own rate, and a suggested practice routine should be followed.

**Students who practice do progress steadily through their books and become happy and interested musicians who enjoy their lessons.**

### MUSIC LESSON BOOKS

Lesson books are chosen by the instructor and must be purchased by the student at a music store or online.

### OTHER

All students are required to have a playable, well-maintained instrument and are encouraged to have a metronome. There are free metronome apps online.

Please be prompt for your lesson, as I strive to run on time. If you are 10 minutes late, unfortunately you receive a 20-minute lesson.

If your student enters a talent show or contest, I will be happy to help them prepare.

Music competitions and recitals may be scheduled. Information will be given well in advance. An online virtual music recital will be scheduled for out of town students and anyone else who would like to take part.

Upon enrollment in lessons and receipt of this lesson policy, the student or parent/guardian agree to the above terms.