

# PORTAGE SOUNDWORKS - LESSON POLICIES

## Lesson Times & Attendance

Lessons are scheduled in ½ hour and 1 hour increments. Students are assigned a weekly lesson time and are expected to make every attempt to be at their scheduled lesson time unless prior arrangements have been made with your instructor. Students practicing regular attendance habits show the greatest musical progress.

## Practice & Encouragement

Students should be prepared to come to lessons practiced and ready to play. Setting aside regular time at home for practice is expected and will help students get the most out of their lesson time. Parents should encourage a regular practice routine at home.

## Cancellations

Lesson cancellations should be made with a minimum of 24 hours prior to your scheduled lesson time. Make- up lessons will be encouraged if conflicts arise. If a make- up lesson is not possible and proper notification has been given regarding a lesson cancellation that has already been paid for, one lesson will be credited to the next month of lessons. Cancellations made inside the 24 hour window are not refundable and not guaranteed a make- up lesson. Lesson fees will be forfeit for those lessons that are no call/ no show.

## Emergencies & Inclement Weather

Life happens. Emergencies and inclement weather will be handled on a case- by- case basis. Please contact your instructor directly in regards to lesson cancellations due to Medical Emergencies. We *DO NOT* follow the public school closure schedule in cases of bad weather. Please contact your instructor directly to find out if your lesson time will still be given due to bad roads, tornado or thunderstorm warnings.

## Planned Absences

Lesson fees can be adjusted accordingly on an individual basis for planned absences. Please alert your instructor as far in advance as possible of any planned absences including family vacations, school activities, camps, trips or other obligations.

## Lesson Fees & Payment Schedule

Lesson fees are set individually per instructor. *Lesson fees for the entire month, with or without credited lessons, are due at the first lesson of every month.* Instructors reserve the right to refuse a lesson without payment. Remember, you are paying for the instructors *time*, not their services, and just like your time, your instructors time is valuable! Lesson fees are payable primarily in cash or check. Payments are also accepted in the form of credit cards and PayPal (where available).

## Contact Information

Portage Soundworks | 129 West Cook Street | Portage, WI 53901 | 980.224.DRUM | portagesoundworks.com

**Student/ Parent Signature**

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**Date**

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