

**Teaching Policy/Contract- 2021 Calendar Year**  
**Piano Lessons By Caitlin; Piano Teacher**

Monthly Rates:

\$40/30 Minute Lessons (\$160 per 4 week month, \$200 per 5 week month)

\$50/45 Minute Lessons (\$200 per 4 week month, \$250 per 5 week month)

\$60/60 Minute Lessons (\$240 per 4 week month, \$300 per 5 week month)

\*\*\* For advanced students 90-minute lessons are available.

\$90/90 Minute Lessons (\$360 per 4 week month, \$450 per 5 week month) \*\*\*

-These prices reflect all lessons the entirety of the 2021 calendar year.

-Prices cover the cost of lessons, including the convenience of travel to your home.

-Monthly payments accepted only, payment per lesson is not available.

**\*Please be advised: My prices are non-negotiable.** As a member of the Bucks County Association of Piano Teachers, and one of the few who travel to the students' homes, all expenses (with the exception of materials) are accounted for and included in the pricing. The pricing structure is per-child and does not change for multi-children homes, comparable to local schools.

Materials:

Reimbursement for books purchased or any other needed materials for your student are to be paid in full at the time of the lesson. Required materials can be purchased separately (from retailers such as Amazon.com, Music and Arts Center, etc.) but must be editions approved by Piano Lessons by Caitlin.

**\*Students must be prepared for each lesson.** Books should be kept near the piano to ensure practicing and organization.

Performance Opportunities:

As a member of the Bucks County Association of Piano Teachers, there are several opportunities for your student to perform at organized recitals. Events occur annually in the spring and fall months. Please visit [www.buckscountypianoteachers.com](http://www.buckscountypianoteachers.com) for more details. Additionally, Piano Lessons by Caitlin hosts two recitals per year for the students of Piano Lessons by Caitlin.

Billing:

Billing is monthly. On the 1<sup>st</sup> of each month payment is due for the entirety of that month's four (4) or five (5) lessons. This is to ensure commitment of your schedule and mine.

Cancellation Policy:

I strive for the success of your student. **Please limit your cancellations** to ensure their success.

-Should you need to cancel a lesson and re-schedule, at least 24 hours' notice is required. This is to allow time to change the schedule if need be, or switch other students' time slots.

-If 24 hour notice is not provided, the lesson is forfeited with no make-up lesson and **fifty percent (50%) of that single lesson fee refunded** to you.

- Missed lessons cannot replace regularly scheduled lessons in the next month. The full four (4) or five (5) lesson fee will be due on the 1<sup>st</sup> of every month as usual. (Example: One (1) missed lesson in March does not mean you only pay for three (3) lessons in April.)

-Make-up lessons for canceled lessons that follow the 24 hour notice rule above are not guaranteed. If the make-up lesson is unable to be scheduled, whether due to a conflict of your own or limited teacher availability, the make-up lesson will be forfeited with **fifty percent (50%) of that single lesson fee refunded** to you.

-Though I encourage make-up lessons for canceled lessons, make-up lessons are limited to one (1) per three (3) month period due to limited schedule availability. Weather events and Holidays are excluded.

-If you are planning vacation, please let me know **one (1) month** in advance so we can plan accordingly. We will schedule make-up time for the lesson missed. This will not count as a cancelled lesson.

-If your student has been sent home sick from school, please notify me that day, as the lesson **must** be rescheduled. This is out of respect for my health and the health of other students. If rescheduling is not possible, whether due to a conflict of your own or limited teacher availability, this lesson will be forfeited with **fifty percent (50%) of that single lesson fee refunded** to you.

-If a scheduled make-up lesson is cancelled, rescheduling is not available. This lesson will be considered forfeited with **fifty percent (50%) of that single lesson fee refunded** to you.

This Cancellation Policy is of the utmost importance and will be adhered to at all times. Out of respect to your schedule, my schedule, and other parents' schedules, please initial below in acknowledgement of this Cancellation Policy.

Parent/Guardian Initial: \_\_\_\_\_

Date: \_\_\_\_\_

Holidays:

Should a scheduled lesson fall on a holiday, we will arrange a make-up lesson in advance so your student does not miss a lesson.

Official Holidays include:

Memorial Day

4<sup>th</sup> of July

Thanksgiving (Thursday and Friday)

Christmas Day 12/25; Day after 12/26.

New Year's Eve 12/31, New Year's Day 1/1, Day after 1/2

\*\*\*all other major religious holidays observed\*\*\* Please let me know in advance.

Extreme Weather:

Because I travel to your home, I may choose to cancel your lesson should I deem road conditions unsafe. This is more likely to happen during winter months. I will then arrange a make-up lesson with you.

Summer Lessons:

I believe in the continued success of your student. Retention of what they have learned is vital. The monthly rates are the same all 12 months of the year. I would encourage that your student(s) continues lessons during the summer, as there are opportunities for your student to perform in the fall and winter months.

Discontinuing lessons:

I require one month's notice should you for any reason choose to discontinue all future lessons.

**Please sign below in acknowledgement and agreement to all above terms/conditions.**

Student's Name (printed): \_\_\_\_\_

Parent/Guardian (printed): \_\_\_\_\_

Parent/Guardian (signed): \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_