

## **Ms. Siemers' Studio Policies Plano ISD**

### **Scheduling**

Lessons will be held weekly starting in late August/early September and going through May.

### **Tuition**

Tuition reserves the student's weekly time slot in the teacher's schedule throughout the year and is required regardless of attendance.

**Tuition is paid in full for the month on the first scheduled lesson of the month and will accommodate rescheduling lessons if time permits.**

Payment will be accepted in form of check written out to: Raphaelle Siemers. If checks do not work for your family, I accept payment through Zelle as well.

As determined by Plano ISD, each 25 minute lesson is \$20.

If tuition is not paid by the second lesson of the month, a late fee of \$10 will be assessed.

### **Lesson Length**

Lessons are determined by the Plano ISD to be 25 minutes in length.

### **Retaining Lesson Time**

Since the schedule is filled and made in the fall, it is expected that all students will take lessons for the entire school year. Withdrawal from the program will be considered permanent unless there are very unusual circumstances such as severe, extended illness. The scheduled lesson time cannot be held open for more than a month.

### **Tardiness**

The student will contact me by Remind if they expect to be late for a scheduled lesson. If a student arrives after their scheduled lesson time has begun, the teacher will complete the lesson in the remaining portion of the time slot. Additional time for student tardiness is not guaranteed. If the teacher arrives after a scheduled lesson has begun, the teacher will give additional time past the time slot to compensate for their tardiness with mutual acceptance of the student's schedule.

### **Cancellations**

**Students/Parents must cancel lessons by phone or email with at least 24 hours notice.**

Cancellations are considered excused for illness, family emergency, or severe weather (public school closures). Excused cancellations with sufficient notification will be given a make-up lesson within the month or lesson credit towards the following month.

If I am the one cancelling a lesson, I will make it up ASAP.

## **Summer Lessons**

Summer lessons are optional though highly encouraged while both the student and teacher are in town, but with flexible scheduling.

## **Expectations**

You can expect the following from me:

- I will work at the pace of the student while appropriately challenging them
- I will be on time
- I will return phone calls and emails

I expect students to practice at a consistent time daily with attention. I expect students to be on time to lessons and always be prepared.

- \* Parents: help choose a time where there are fewer distractions.
- \* Make sure they are rested and fed before practicing.
- \* Please monitor the practice - but don't "helicopter".

Parents, I ask that you always communicate with me any concerns about your student and what I can do to help you.

If you have read and agree to my lessons policies, please sign below.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Email \_\_\_\_\_

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Email \_\_\_\_\_