

Enderle Music: Studio Policies

Attendance policy

- Every student is scheduled for a consistent weekly lesson. Please make every effort to attend your regularly scheduled lesson, as our studio is full and there are limited options for rescheduling.
- Cancellations: PLEASE PROVIDE A MINIMUM OF 24 HOURS' NOTICE IF YOU ARE UNABLE TO ATTEND YOUR LESSON OR YOU WILL BE CHARGED FOR THE MISSED LESSON.
 - In case of illness or emergency, please provide as much notice as possible.
 - Full tuition fees will be charged for any non-emergency cancellations / no-shows without 24 hours' notice.
- We reserve the right to cancel or terminate your lessons at any point in time.

Payment policy

- Tuition is due at the time of your lesson. You may not carry a balance, however prepayment is accepted. Most prefer to pay on a weekly basis.
- Lessons are non-refundable.

Reminders and Requests

- Jessica is the primary point of contact for all scheduling and tuition matters. If you have a specific question regarding your child's progress, materials, etc. feel free to contact the appropriate teacher.
- The preferred means of communication is email. You may also text or call if needed.
- Parking: Please park in the driveway, as far to the left as you can, leaving room for other vehicles to enter/exit. For the safety of you and your vehicle, it is recommended that you avoid street parking.
- Please do not knock or ring doorbell upon arrival. We will always greet you at the front door when it is time for your lesson to begin. This minimizes interruptions to other students' lessons.
- Lessons will run punctually. Plan accordingly. We expect you to unpack and pack up quickly and exit our home in a timely manner in order to allow each student their full lesson time.
- Please silence all cell phones during lessons.
- The foyer, music studio room, and basement restroom and toy room are the ONLY public areas of our home. Please do not go elsewhere unless given permission.
- Remember to bring your materials. We do not necessarily have extras of what you may be using.
- Please leave shoes in foyer in order to help us maintain a clean, comfortable environment.
- Please keep us informed as to any auditions, chair placement tests, musical goals, performances, etc. As a member of our studio, you also represent us, therefore we need to be kept abreast in order to best prepare you for each situation.
- Learning music is a team effort. We are here to help you succeed in all areas of your musical development!

By signing below, I agree to abide by these policies in full

Parent or Guardian signature

Student signature