

# Private Lesson Policies\*

**Schedule** I will be reserving a weekly time slot for you/your child. Lesson times cannot be extended due to late arrivals. Please be prompt. Your time slot is yours. If you wish to hold your time slot through an extended absence, lessons must be paid for in order to reserve your time slot.

**Cancellations and makeups** 24 hours' notice is requested if you/your child will not be coming to a lesson. Makeups are limited to one per month, and are scheduled at my discretion. If you/your child is not prepared for a lesson (for example, did not practice for the week), I always have new things to teach and it is not an excuse for a missed lesson. No-shows' lessons are forfeited.

In the case of inclement weather, lessons will be cancelled and rescheduled. Please call or text me at 908-256-5150. I prefer a text since it's easier for me to remember.

If I need to cancel lessons, they will be re-scheduled.

If lessons are to be discontinued, a two-week notice is required.

**Rates**

30 minutes	~ \$35.
45 minutes	~ \$50.
1 hour	~ \$70.

**Billing and Payment** All lessons are scheduled and billed monthly, and must be paid in advance, no later than the 7th of the month, to Ellen Clarke. A 5% service charge will be added to late payments.

**\*Lessons Policies described here do not apply to The Music Shop. They have their own policies that apply if you are a student there.**

Revised 1/20/17