

# Singingwood Music — Lesson Policy Agreement 2008

This agreement expresses my policies regarding payment, rescheduling, and lesson cancellations. Please take time to read it through. If you have any questions please call or email.

If you're starting lessons at Singingwood, please sign and date this sheet, keep a copy for your records, and bring the original signed copy to your first lesson. If you're continuing with lessons, please bring a signed copy of this update to your next lesson.

Singingwood's policies are much like those of a school, a health club, or dance studio. They require a strong commitment on your part. But rest assured, my commitment to the lessons and educational materials is equally strong.

**Rate & Payments:** My rate for new students is \$180 per month for four private half hour lessons. The rate is \$360 for four hour lessons. Any additional time is \$90/hr.

*The same amount is due every month* unless there's a necessary adjustment when I take a vacation week.

*Please pay at the first visit of each month.* I accept check or cash.

If for some reason you can't attend the first lesson, please send payment by mail. There is late payment fee of \$20.00 on all overdue payments.

**Four-Week Schedule:** We meet for a lesson four times each month, regardless of the number of days in the month, because we skip any lessons that would fall on the 29th, 30th or 31st (which would amount to a "fifth week.") Since there are always four sessions per month, the rate is the same each month.

I'll give reminders about skipping the occasional "fifth week" but please keep your eye on your calendar ... otherwise you may show up to find me landscaping!

Students usually come at a regularly scheduled time. If you do so, we'll only skip a session roughly once every three months. I try to assign enough work to keep students focused when we skip.

**Missed Lessons:** There are no refunds should you miss your lesson for any reason. • Please be considerate and don't bring a sick child, as it exposes all who are here.

## Cancellations & Rescheduling

I do not credit for cancellations. You pay a flat fee to reserve a space to take four lessons monthly. If you cancel a lesson, the amount due that month is the same. Nevertheless, please notify me about lessons you will be unable to attend. That is always appreciated. I you need to reschedule in advance, I will do my best, but I simply may not have free time.

**Holidays:** Most of my students like to come to their lessons on the lesser holidays: President's Day, Flag Day, etc. So please don't assume that I'm taking the day off.

**The major holidays that I observe are:** New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. I do not teach on these holidays — there is no charge, and ordinarily no rescheduling. I'll always remind you a week in advance about the holidays I observe.

**Vacations:** When I take a vacation I charge you only for the number of lessons that you attend that month. Usually I take two weeks off each year over Christmas and New Years weeks. If you take an extended vacation we can work out an arrangement.

## How to Reach Me

Phone & Voice mail: 925-935-9295

Email: [john@singingwood.com](mailto:john@singingwood.com)

Web site: [www.singingwood.com](http://www.singingwood.com)

Best time to call me: 9 am to 2 pm

If you wish to reach me in person, best time to call is between 9 am and 2 pm.

Feel free to call or leave a message any time between 7 am and 10 pm on my business line. Please don't hesitate to leave messages on weekends or holidays. I try to return calls within 24 hours.

If you call during the afternoon or evening you may get my answering machine. This is because I don't interrupt lessons to answer the phone. You'll appreciate that when the phone rings during your lesson!

Much Appreciated!

Thank you for reading this agreement. Your cooperation is greatly appreciated and feedback is always welcome.

John Blasquez, September 2007

Name (printed) \_\_\_\_\_

Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

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

• Please read the next page. Among other things it includes a list of neighborhood considerations, including parking.

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## Important Requests

My neighbors openheartedly endorse the music tutoring that I offer in my home studio. You can help me maintain positive relations with my neighbors by being considerate, using common sense, and complying with these simple requests:

- Always observe the speed limit of 15 to 20 mph on the hills in my neighborhood. Please drive carefully.
- Please park in my driveway. Pull to the far right or far left to allow room for another person to come or go.
- Please be careful backing out of the driveway, especially when it's dark. (Go slowly and look for the reflectors on both sides of the driveway. There's one on the mailbox and one on the light post.)
- If for some reason you have to park in the street, please park on my side of the street, preferably on the south side, between my mail box and the large pine tree. And make sure you park in the proper direction.
- Always keep children in eyesight and out of danger.
- If you drop off your child for a lesson, please pull into the driveway to do so, and be prompt in picking up your child. If you're late, I want your child to wait in my studio, in my backyard, or at the retaining wall at the top of my driveway — not by the street! Again, upon your return, please pull into the driveway so your child does not have to go into the street.

## Reasons for my Cancellation Policy

I am committed to you and to quality music education, and I am subject to certain constraints just by holding a spot for you in my schedule.

If I allowed everyone to cancel once a month without charge, then in a month where everyone chose to do so, my income would drop 25%. These conditions would be hard on any business or household. So your understanding and cooperation is appreciated.

## Endorsements

A couple of years ago I began collecting endorsements, reflections, statements, and testimonials from students and parents. I would like to collect more for this year.

If you have thoughts or comments about your experience taking music lessons here, a written statement expressing your views would be valuable to me.

I use these endorsements and statements in my publications, brochures, and on my web site. Such personal statements help to substantiate my methods, views and philosophy, and often they serve as inspiration to other students.

If you would like to see what others have said, please browse the "Endorsement" page on my web site.

I prefer that you email endorsements, as it saves me some typing. I can email you a questionnaire, to which you may "reply," typing your response after each question. A printed version of the questionnaire is also available.

My email address is: [john@singingwood.com](mailto:john@singingwood.com).