

# Wardlaw-Bailey Music Studio

## Teaching Policies

Freya Wardlaw-Bailey, piano teacher

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I am committed to helping each student discover the joy of making music through an individual approach to lessons, with focus on technique, theory, ear training, note reading, and performing skills.

### Tuition

- ❖ **Tuition Rates** for 2018-2019 school year:
  - \$62 per hour
  - \$49.60 per 45 minutes
  - \$37.20 per half hour
- ❖ **Student commitment** is by the semester. Fall or spring semester tuition is split into two payments. Summer session tuition is due in one payment or as lessons are scheduled.
- ❖ **Semester dates** are announced in advance and generally follow the Anchorage School District calendar. **Summer session** can be any number of lessons, scheduled first come, first served.
- ❖ **Tuition deadlines** are approximately one month before the start of each payment period. Invoices are emailed using PayPal and may be paid by cash, check, or card.
- ❖ **A late fee** of \$20 **per week** is applied to unpaid invoices after each payment deadline. There is a 24 hour grace period before fees apply.
- ❖ **Payment** for music books and events is included on invoices.
- ❖ **Exceptions:** Alternate payment plans are available – please ask!

### Cancellations

Regular lesson attendance is important for consistent learning, but I understand that conflicts happen. I appreciate a phone call, text, or email when you are unable to attend a lesson. While rescheduling availability is usually very limited, I do offer the following options:

- ❖ **Reschedule** to an open spot within the same semester through the My Music Staff website. Subject to teacher availability. One hour notice required.

- ❖ Have a **Skype, Facetime, or phone** lesson during your scheduled lesson time. This is a great option for snow/ice days.
- ❖ **Snow Days:** Reschedule or cancel your lesson for full credit on days the Anchorage School District closes school due to extreme weather. One hour notice required.
- ❖ **Record** yourself playing and send via email, text, or Dropbox *before* your originally scheduled time. I will then reply with suggestions and comments.
- ❖ Currently registered **siblings/family** may use your lesson time when you are unable to attend. Please notify me in advance.
- ❖ **Plan Ahead:** Up to two lesson dates per semester (fall and spring) may be omitted at no charge, when you notify me *before* the payment deadline. Additional dates may be omitted with the same advance notice for school or religious holidays.
- ❖ **Illness:** If you are too ill to go to school or work, please cancel or reschedule your lesson out of respect for the health of my other students. **Skype/Facetime/phone** lessons are a great option if you are well enough to play the piano but need to avoid exposing others to illness.
- ❖ **Permanent lesson time/day changes** are subject to teacher availability. Payment is held for all originally scheduled lessons even if a new time is not available immediately.
- ❖ **Teacher cancellations:** While I do my best to avoid cancelling lessons, occasionally this is necessary due to work conflicts or illness. I will credit your account for any lessons I cancel that are not rescheduled. If I am late for a lesson, I will extend it as your schedule allows or apply a credit for the missed time.