

*Middle C Music  
Instruction*



*Lesson Policy*

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*Student Name*



## Middle C Music Instruction Lesson Policy

### Welcome

Welcome to Middle C Music Instruction. Thank you for choosing us as your music teachers. We appreciate your business, and promise to work hard at helping you to learn the musical instrument you have chosen. It is our goal for you to have a successful experience at Middle C. You will be learning from a kind, patient, as well as skilled musician that will encourage and challenge you to play great music!

Please read over our lesson policy carefully. Be sure to sign, and return the last page to us by your next lesson. Make sure you understand it. If you have any questions call Caleb Carr, the owner, at (931) 526-5770. You may also e-mail us at [caleb@middlec.net](mailto:caleb@middlec.net).

### Lesson Cost

Lessons are currently \$14.00 per lesson. You must pay for at least four in advance every time you pay. In other words, you pay \$56.00 your first lesson. You pay \$56.00 again after taking four lessons. You may pay for any number of additional lessons beyond paying for four. We accept cash or checks. No refunds.

### Late Fee & Other Charges

#### Late Fee:

Please be on time with your payment. You will be charged an \$8.00 late fee if you are more than three days late with your payment. Remember, you are due to pay again after you have taken four lessons. We will do our best to remind you the week before you are due, but ultimately it is your responsibility to remember and pay when you are supposed to. If you are unable to pay at the lesson you are due on you must do one of the following:

1. Mail it to us. Just remember we must receive it in three days, so don't wait more than a day to do so. Mail to: Middle C Music Instruction, 227C Proffitt Street, Cookeville, TN 38501.
2. Bring the payment back by the office at anytime within the three days. You can drop your payment in the mail slot on the door if we are not there.

If you are late with your payment be sure to add \$8.00 to it when you come in to pay.

#### Other Charges:

A \$25.00 service fee will be charged for all returned checks.

If you are more than 10 minutes late picking up your child you may be charged for an additional lesson (\$13.00). Check with the child's teacher if you think you may be running late and make sure that we are not planning to leave right after the lesson. Sometimes the student after your child may not be coming, or your child may be the last lesson of the day.

If you or your child breaks a string in lessons we will gladly replace the string for you. The cost is \$2.00.

## Attendance Policy

Please try to be at your lessons every week. **If you have to miss you must call one day ahead of time, before 8:00 p.m. to not be charged for that lesson.** There can be absolutely no exceptions to this rule. You still need to call even if it is the same day that you are missing, so that we do not think you have quit and remove your name from the schedule.

If you miss more than a few weeks in a row without calling, depending on how many paid lessons you have on your account, then you will be dropped from the schedule. You must pay for the missed lessons if wish to start back.

**If you cancel more than 10 lessons in a calendar year you will be charged for each additional week that you cancel.**

Whenever you need to cancel ask about coming on a different day or time. We may be able to accommodate you and keep you from having to miss too many lessons. Make-up lessons are allowed only if our schedule permits.

Be on time for your lesson. We reserve the right to leave if you are more than ten minutes late. You will still be charged for the lesson. Also, as stated under the *other charges* section, please be on time picking up your child. You may be charged for an extra lesson if you are more than ten minutes late picking him/her up.

If the teacher is not present when you arrive for your lesson, please wait at least five minutes after your lesson time begins before leaving. You will still receive a full thirty minute lesson. If you leave before the five minutes you will be charged for the lesson. You may call the number on the building 526-5770, if your unsure about your lesson .. It will forward to Caleb's cell phone.

### **Holidays:**

The following is a list of holidays that we are closed on: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve through New Years Day,

You are not charged for any lessons that we cancel, or for any holidays we are closed.

You can view the Middle C calendar on our web-site, [www.middlec.net](http://www.middlec.net) , for more information about closings.

### **Expectations of Students**

Students are expected to be courteous and respectful to all Middle C Music Instruction staff. Excessive rude and intolerant behavior will result in termination from our lesson program. All paid lessons will be forfeited.

Students are expected to be respectful to all Middle C property. If a student breaks something then they are expected to pay for it. If such item is not paid for the student will be dropped from the schedule and any remaining lessons will be forfeited. You will still be expected to pay for the broken item.

We will not be held responsible for any injury resulting from inappropriate or dangerous behavior on the student's part.

### **What to bring:**

For guitar students: Bring your own guitar, and pick. You do not have to bring an amp or a cable. We will provide those.

Be sure to bring your books, and sheet music. If there is a particular song that you want to learn, feel free to bring in a CD, tape, or i-Pod.

Do not bring any music that contains vulgar or explicit lyrics.

### **Practice:**

Try to practice at least 20 minutes a day. Try to go home and practice right after your lesson, that way the material you have just worked on will be fresh on your mind. Use the Middle C web site for practicing as well. [www.middlec.net](http://www.middlec.net) Go to the "Student Resource Page." You will find lots of cool stuff that will help in your practice time.

Parents: please **do not** cancel your child's lesson even if they have not practiced. Remember, we depend on you being here as part of our income.

## Recitals

Recitals are held twice a year in the Spring and Fall. Students that have been in lessons for at least three months are encouraged to participate in the recital. You are not required to be in the recital.

Our recitals are held at the Cookeville Community Center. We provide backup (bass, and drums) for the guitar students who play, as well as for some piano students.

Students perform one song. The song usually must be under three minutes.

You do not have to dress up. Please do not wear anything indecent, or any tee-shirts that contain vulgarity.

You can sign up for a personalized DVD of your recital performance before or after the recital. The DVD's are of your performance. Your picture will be on the DVD cover, as well as the DVD itself.

Check out our web-site for pictures from past recitals. All of the pictures on the web-site of students performing are from previous recitals. There is also a "Recital" page on the web-site that gives additional information, as well as the next recital date.

## Photographing

For advertisement and promotional purposes students may be photographed for newspapers, or for our website. We will inform you, the parent, of what the purpose of the photo is. Students on recitals are videotaped and will also have their pictures made for their DVD covers, our website, the newspaper or other promotions. If you would like any picture that we take e-mailed to you please let us know.

## Middle C Web Page

Visit our web page often for upcoming events, information about each instrument we offer, and more. There is also a "Student Resource" page, as mentioned earlier. This page has play-along tracks for students to practice with, as well as guitar tabs, and sheet music. There is a "Help" page where teachers can up-load specific files such as tabs, mp3s, or sheet music for individual students.



## Sign

Sign and date this section stating that you have read the lesson policy. This section must be signed by a parent or legal guardian if the student is under the age of 18. Please return this form to Middle C Music Instruction by your next lesson time.

### **Initial the following blanks:**

\_\_\_ I understand the attendance policy and know that I will be charged for lessons canceled or missed, unless I have called one day in advance to cancel. If I cancel more than 10 times in a calendar year, I understand I will be charged for each additional lesson that I cancel. No exceptions.

\_\_\_ I understand that there is an \$8.00 late fee if I am more than three days late with my payment.

\_\_\_ I understand that I may be charged for an additional lesson if I am more than 10 minutes late picking up my child from their lesson without the instructor's permission.

**I have read and understand the entire lesson policy. I agree to abide by the principals set forth in the lesson policy. I understand, and agree to pay for missed lessons when I have not canceled a day ahead of time. If I cancel more than 10 times in a calendar year, I understand that I will be charged for each additional lesson canceled. I understand, and agree to pay the \$8.00 late fee if I am more than three days late with my payment.**

\_\_\_\_\_  
SIGN \*

\_\_\_\_\_  
DATE

\*Must be signed by a parent or legal guardian if student is under the age of 18.

Student's Name: \_\_\_\_\_

Remember to return this at your next lesson. Thank you.