

Private Lesson Make up Policy for 2015-2016

Please understand that we consider your scheduled private lesson time to be a standing appointment each week. In other words this is your reserved regular spot in the midst of your teacher's very busy schedule. Your teacher will fully understand if your student is sick and must miss their lesson, as is the case if a student must miss a ball practice, gymnastics or a dance class. If a conflict arises and a student must miss a music lesson due to a personal conflict, your teacher will understand that sometimes choices have to be made. However, we also understand that absences happen due to illness, vacation, etc. For these reasons we offer the following make-up policy.

Please review the following make up policy for 2015-2016 school year.

- If your instructor has to cancel a lesson for any reason, a substitute will be provided or the lesson will be rescheduled by that teacher.
- Students will be allowed 3 private make-up lessons per semester to be scheduled within 3 weeks of the missed lesson. This private make-up lesson will be given by the student's current instructor.
- **If a scheduled make-up lesson is forgotten or missed by a student please do not ask an instructor to re-schedule the make-up.**
- **Out of courtesy, we ask students to notify the school of any expected absence as early as possible to ensure that we can schedule make-up lessons in a timely manner.**
- **Please do not ask a teacher to make up a lesson for a student who did not call or show up for their lesson as the teacher was waiting during this time for them.**
- If you feel you have a "special circumstance" please speak to your instructor as soon possible so alternative arrangements can be made.
- If the current lesson time and day become inconvenient, or there are issues with an instructor **please remember you can put in a lesson change request** or speak directly to our front office staff or the school director. * These forms may be obtained through your teacher or from the front desk.
- **No accounts will be credited for missed lessons.**
- From time to time or due to school closings due to bad weather, a teacher may offer group make-up lessons according to student's study level. These are very productive and may take the place of a private make-up lesson. *These also give students a chance to work with other students which students enjoy from time to time.*

We value each of our families and thank you for your continued patronage and understanding in our make-up policy. We believe that our students learn life skills in their music studies, such as discipline, which will help make them be successful in any endeavor in life rather it be music, sports or academic related. It is very important as parents, grandparents and caregivers that we teach children that commitments in life are important. Attendance is important in any endeavor in order to produce a sense of accomplishment, progress and increase self confidence.

Cindy Fickle, owner/director
cindy@themasterstouchschool.com