



## **PRIVATE LESSONS POLICIES**

### **Registration**

Students register for a minimum of four weeks for lessons. New students may enroll at any point during the year. Monthly payments start at the first lesson of the cycle.

### **Withdrawal**

Students/Parents are expected to give at least two weeks notice to discontinue lessons. If lessons are terminated in the middle of a lesson cycle, no refund will be given for the remaining classes.

### **Missed Lessons, Cancellations and Make-up Lessons**

The time slot that a student books is his and of no one else as long as the student holds that time. Students are responsible for the time slot they booked lessons whether they miss lessons or not.

A maximum of **one unavoidable** lesson every two months may be rescheduled or made-up. Make-up lessons will only be offered to students who give at least 1-week notice for planned events (such as school plays and trips). Consideration will be taken for students who become suddenly ill, but even in this case should give notice of cancellation by no later than 9 a.m. on the day of the lesson if they do not go to school. Students who just don't show up for scheduled lessons with no notice will NOT be offered make-ups for these times.

Make-up lessons will take place on Saturday mornings. Make-up lessons are NOT guaranteed to be private. Students who have make-up lessons coming to them may be grouped together (not more than 3 at a time) for a group lesson. These group lessons will be one hour in length and will be spent working together on ear training, theory, rhythm and chamber music skills. Other topics will also be covered, depending on the needs of the group as a whole.

If I must cancel a scheduled lesson (including lessons canceled for inclement weather), I will make it up at a time that is mutually convenient, or offer credit towards a lesson on the next billing cycle.

No refunds will be issued for missed lessons, regardless of reason.

### **Communication**

Preferred communication is through e-mail address [guitar@metrowestguitar.com](mailto:guitar@metrowestguitar.com). Last minute cancellations can be made by phone at (508) 207-3793.

Parents of in-home students are encouraged to discuss student progress and other questions over the phone or by e-mail. Keep in mind that the teacher probably has another appointment after yours.

### **Tardiness (for in-studio students)**

Students who are late for a lesson cannot be guaranteed their full lesson time because it might affect other student's schedule. Please make sure you are on time for your lesson.

### **Calendar**

There are no lessons between December 24th to (and including) January 1st, and on the following holidays: Memorial Day, Independence Day, Labor Day, Good Friday, and during Thanksgiving Break. If a student wishes not to attend a lesson on any other date (like Rosh Hashanah or Yom Kippur), student should notify me in advance.



### **Practice Expectations**

Learning to play the guitar is an on-going endeavor, which requires dedication and discipline on the part of the student. A musical instrument study is a partnership between student, parents, and teacher. The lesson is a very small part of the week. It is the responsibility of the student and parent/guardian (when applicable) to see that the remainder of the week is productive.

Part of the discipline of learning to play the guitar is developing good practice habits. Therefore, a minimum of four practice days per week is expected. Although it is hard to define quality of practice in terms of time spent with the instrument, use these general guidelines to start the student off. With time, student and the teacher will learn what works better in each case. 15 minutes daily is appropriate for 8 and younger, at least half an hour from 9-14, and 45-minutes from 15 and up.

There is a lot a parent can do to improve the positive experience of a child who is learning an instrument. Constant encouragement, patience with those awfully sounding notes at the beginning, a trip to a concert, and even a little home recital every so often (be careful with too much pressure, or this one can backfire) are good tools to help a child feel a sense of accomplishment and desire to learn more.

### **Rates, Discounts and Payments**

Rates will vary if the student is a “in-studio” or “in-home” student.

The in-studio student comes to my home located in Millis, MA, for lessons. Rates are \$140 for a set of four 45-minute lessons, held weekly, and \$180, for a set of four 60-minute lessons, held weekly. In-home lessons in the towns of Medway, Medfield, Sherborn, Ashland, Millis, Holliston follow a rate of \$180 for four 45-minute sessions, each held weekly, and \$220 for one-hour sessions. Locations other than the specified may incur a different rate depending on traveling distance.

Payment is due for a full month at the beginning of each first class of a set of four lessons.

Student/Parent may choose to mail payment directly to Antonio M. Viana, 87 Key St, Millis, MA.

Discounts: Two or more members in the same family receiving lessons on the same day receive a \$15 discount per student per month.

One student per family will receive a \$25 discount on their next month billing cycle when they refer a student who registers for a month of lessons. Discount does not apply to families that receive the discount above.

Questions or comments? I'll be happy to hear from you.  
guitar@metrowestguitar.com