



**August 2024-May 2025**

Hello! Welcome to Lessons with Sarah! I am so glad to have you be a part of my studio. In this packet you will find my personal policies and procedures. If you have any questions, feel free to call/text Sarah Houk at 270-792-3218.

**Attendance Policy:**

Lesson times are reserved weekly for each student. Because of this, if a student misses, they will simply miss the benefit of that lesson. Please give the instructor 24 hours' notice if there will be a missed lesson as a courtesy. If you are late to your lesson, the lesson will only take place for the scheduled time.

If I must miss a lesson due to illness, emergency, doctors' appointment, a makeup lesson will be offered or the lesson will be credited. If the student cannot attend the offered makeup time, the lesson is forfeited.

There are no refunds, discounts, credits, or makeups for missed lessons by students. Remember that your tuition pays for more than the weekly lesson. Feel free to read the article attached, "Where does my tuition go?" for a good example:

<https://www.composecreate.com/wp-content/uploads/2009/03/Where-Does-My-Tuition-Go-Brochure-for-Web.pdf>

For even more information, please read this amazing article:

<https://ottawasuzukistrings.ca/makeuplelessons>

If the student is ill, please try to let me know as soon as possible, but please don't come to the lesson if you or your child missed work/school that day. If the student is well enough to still play or sing but still considered contagious, I will gladly teach them on Zoom. If I am sick and contagious, but still well enough to teach, I will teach on Zoom. If anyone must quarantine for Covid, lessons will also be conducted on Zoom. If there is a snow day for Warren County Schools, lessons will be conducted on Zoom. If you miss your Zoom lesson, it is forfeited. I also reserve the right to send a child home if he/she appears to be unwell.

### **Recitals:**

Recitals will take place in December and May each year. Recital attendance is not required but is highly recommended. There is a \$30 recital fee per student per recital due on the first of the month of the recital for students participating.

### **Calendar:**

I will follow the Warren County Schools Calendar as closely as possible. There will be no lessons on Holidays, Fall Break, Spring Break, etc.

### **Payment Policy:**

There is a one time \$30 enrollment fee when enrolling into the studio. Tuition may be paid monthly or by semester. *If a payment is late, a \$10 late fee plus tuition must be paid in full before lessons will resume. Nonpayment of tuition or consistent late payments may result in termination from the studio.*

Monthly tuition payments are due on or before the 25th of each month. Fall Semester tuition payments must be made on or before July 25th and then on or before December 25th for the Spring. *If you are choosing a monthly payment plan, please note that payments are a flat rate each month and do not change throughout the school year.* Monthly tuition payments are still due unless you give the 30 days required notice to discontinue lessons. Tuition payments may be raised annually and take place June 1<sup>st</sup>.

### **Special Discounts:**

There is a 5% discount for prepaying for the semester. I often do special sales throughout the year so be on the lookout for those via text, email, and social media.

### **Practice Recommendations:**

Daily practice is highly recommended. Your progress is determined by the amount of practice put in. Monthly practice sheets are given to each student under 18. Prizes/Candy are given to encourage weekly practice. :)

### **Quitting/Pausing Lessons**

I understand there may be circumstantial or financial reasons a student may need to pause or quit lessons. With that being said, 30 days notice is required so that I can offer that spot to a student on the waiting list and prepare my finances accordingly. If you pause lessons for summer break, sports, financial reasons, etc, there may not be an opening when you choose to return, however, I will gladly add you to the waiting list.

Thank you again for choosing to invest in you or your child's musical journey!

Sarah Houk  
270-792-3218

I have read and agree to these policies and procedures:

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