

Bradley Music Studio

Canyon Ridge Middle School Studio Policies-2016-2017

Welcome to my Studio!

A "Studio" is a music teacher's term for all of the students who study with them, in other words, our musical family. Please carefully read these policies so you understand what my expectations are of you and what you can expect of us, too! So let's get down to the Nitty-Gritty...

1. The weekly schedule changes occasionally.

Canyon Ridge's holidays, testing schedules, and schedule changes plus my other teaching/performing responsibilities make it impossible to schedule every student in the same lesson time for every week. I have more students than we can see during choir class so every student should be prepared, on occasion, to be seen after school, before school, or during lunch, no exceptions.

2. Check your email on Sunday evenings

I will send a schedule/reminder email (Sunday evening at the latest and always 24 hours in advance of lessons) during weeks with abnormalities such as: a different teaching day or when seeing students at different times than previously scheduled.

3. For those who hate email...

...there is still no excuse not to know your lesson time. In addition to email, I also publish the schedule online on my website: **BradleyMusicStudio.com** where students' lesson times are listed by their initials. *If, for privacy reasons, you prefer to not have your child's initials online, please let me know.*

4. Supplies and Resources

Students shall bring the music to their lessons copied cleanly and double-sided in a 3-ring binder, a pencil, and a small composition notebook for assignments. Students are responsible for printing their own music as the Choir has a very limited copying ration. Music will be scanned and emailed to students within 72 hours of assignment.

5. If you HAVE to cancel. . .

... there is a firm **24 hours-notice** requirement, otherwise the lesson fee will be charged. In order to avoid this, a student is welcome to find someone to swap with as long as they notify us of the change. In the case of an emergency or illness, parental confirmation is required in order to waive the no-show fee. We will NOT reach out for this notification which must be received within 24 hours of the missed lesson. You need not notify us of absences pertaining to choir, such as UIL, but we require notification about STAAR/AP testing, away games, doctor's appointments, etc. Please send your week's conflicts by the Thursday prior so that we can write an accurate schedule. **Email is our ONLY recognized form of communication. Even if you text or talk to us in person, email to confirm.**

6. Our Website and Facebook Page

In addition to a weekly email, we publish the schedule online on our website: **BradleyMusicStudio.com** where students' lesson times are listed by their initials. We also post pictures (mostly without attribution) and "brags" on our website and Facebook page "Bradley Music Studio" which we hope you will go and "like" to keep up with current events but please note that we do not "friend" students on ANY private social media pages. If, for privacy reasons, you prefer to not have your child's initials listed in the schedule or picture online, please let us know.

7. Payment Plans

LISD mandates our lesson fee as \$21 per lesson based on our degrees and years of teaching experience. This is a *huge* discount from what we charge our Home Studio students and less than neighboring districts. We want you to be able to make an informed decision about your family's financial investment in lessons, so here it is:

By signing up for voice lessons you are agreeing to a minimum commitment of \$630 or 30 lessons per school year or 15 lessons a semester. You are not obligated to pay for more than 15 lessons a semester although you will have the option to and may wish to do so since there are more than 15 weeks in each semester. In order to make things easy, we estimate a "month" to be four lessons and a "semester" to be fifteen. If you choose to pay "Monthly" each payment is \$84. If you pay by the "Semester", the payment is \$315. Payments are not due on the first of each month but rather are due every four weeks. Do not set up an automatic payment with your bank. The charge for hour-long lessons is \$42 whether at CRMS or at our home, these are always invoiced by the "month."

8. How to pay for lessons

We send an invoice via PayPal the week *before* payment is due, and again the week it is due, if needed. **You do not have to pay via PayPal**, this is simply our way of providing an invoice for your records. Fees will be shown on the invoice as a separate line item to try to avoid confusion. Pay via check or cash in person (or PayPal to our email address instead of from the invoice) to save the fees. If you pay in person and include PayPal fees we will only refund by request. You will also find PayPal buttons on our website. Please make checks out to: BRADLEY MUSIC STUDIO or AUSTIN BRADLEY. We prefer for our own records that you do not mail checks or make bank transfers. If a student leaves their check in their backpack/locker/car, they will use their lesson time to go find it or to text a parent a reminder.

9. Do I really get what I pay for?

Unlike many teachers, we charge a "fee" not a "tuition". Barring no-shows, you get **every. single.** lesson you pay for. This means that you may have lessons roll over into another semester or summer, or get a refund when a student graduates.

10. What if I miss a payment?

Students get **ONE** freebie a year. A freebie is when a previous payment credit has run out but they do not bring payment to their next lesson. In this case, payment is due *immediately*, not at their next lesson. Thereafter, a student will be counted a no-show for every lesson until they bring payment, which will firstly cover past due lessons. If a student shows up to a lesson without payment after their one "Freebie", they will be turned away but will still have to pay for the lesson. If this is a recurring problem, Ms. Kelly will get involved and if the situation continues the student will be asked to leave the studio.

11. Is there financial assistance available?

Yes! Need-based *Grants* through LISD. We are not the arbiters of this process and we do not offer *any* discounts, including alternate payment plans or taking fewer than 30 lessons in a year. Ask Ms. Kelly for details.

12. I am a professional musicians with gigs and performances, too!

Because of my performing and travel schedules, I will, on occasion, and with advance notice, have to postpone or cancel lessons. I also will keep you updated on upcoming performances!

13. Other non-negotiables

It rarely happens, but there are a few reasons that a student may be asked to leave the studio:

1. You consistently do not pay or are a no-show.
2. You show blatant disrespect to me or anyone in the studio.
3. You are studying with a second voice teacher without my prior knowledge.