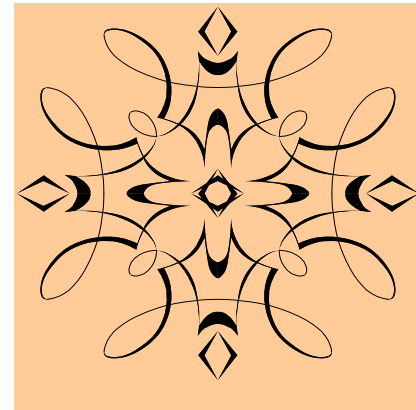


The Van Houten Studio

**2011 - 2012
Policy Booklet**



September 11, 2011 - June 22, 2012

STUDIO POLICIES

2011 - 2012

1. RATES (per individual):

30-minute lesson	\$45
45-minute lesson	\$60
60-minute lesson	\$70

2. PAYMENT SCHEDULE:

Scheduled lessons are paid monthly – whether taken or missed – and due the *first lesson of each month*.

3. CANCELLATIONS:

If you need to cancel a scheduled lesson, the studio should be notified at least **24 HOURS** in advance of that lesson.

Lessons cancelled (or missed) without a **24-HOUR** notification must be will be paid in full, with no make-up opportunity.

In the event of sudden illness or an emergency, a make-up will be allowed with less than 24 hours notice.

If lessons are cancelled excessively, it will be at the studio's discretion to discontinue instruction, with no security refunded.

4. MAKE-UP LESSONS:

Make-up lessons are provided as a *courtesy* to students who miss their reserved lesson time and have provided a 24-HOUR notice.

Make-up lessons are offered at the *availability of the instructor* in OPEN spots during each week's regular lesson times.

It is not the instructor's responsibility to find additional time if a student is unable to arrange a make-up lesson.

Students should make up missed lessons in a *timely* fashion and not accumulate them over the year.

A missed make-up lesson cannot be rescheduled.

5. STUDIO SHOWCASE:

A student showcase may be presented. Performers are required to attend a dress rehearsal the week prior.

Participation is voluntary, but it is at the *teacher's discretion* whether to allow a student to perform.

6. TEN-MONTH COMMITMENT/SUMMER:

Students accepted into the studio are registered for a **ten-month** term, September, 2011 - June, 2012.

Flexible summer hours are available for instruction during July and August, 2012.

7. STUDIO CALENDAR:

The studio does not always follow the public school calendar. Lessons may be scheduled during some vacations and holidays.

Make-up instruction can be arranged for lessons missed during these times.

8. STUDENT EXPECTATIONS:

Improvement in music lessons is achieved only through *consistent attendance* and **practice**.

Ideally, students should practice *daily*, from **30 – 60 minutes**.

Student progress will be evaluated throughout the year. Instruction may be discontinued for students showing a lack of effort or behavioral issues, with no security refunded.

9. PAYMENT/MAILING INFORMATION:

Checks should be made payable to:

Dr. Karen Van Houten
97 Little Neck Road
Centerport, New York 11721

10. CANCELLATION NUMBER:

To cancel a lesson, please call **(631) 561 – 9522 (cell)**.