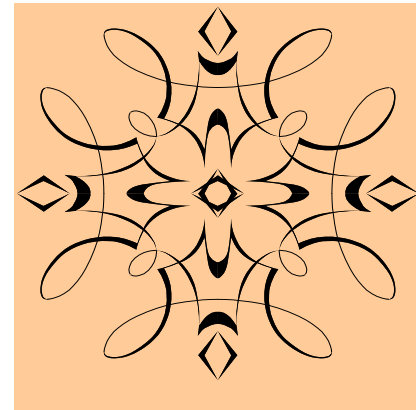


The Van Houten Studio

**2013 - 2014
Policy Booklet**



September 8, 2013 - June 26, 2014

STUDIO POLICIES

2013 - 2014

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 given.

In the event of sudden illness or an emergency, a make-up will be offered 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, 2013 - June, 2014.

Flexible summer hours are available for instruction during July and August, 2014.

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* and thoughtfully reinforce techniques and corrections given in lessons.

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

9. PAYMENT/MAILING INFORMATION

Checks should be made payable to:

Dr. Karen Van Houten
101 Prospect Road
Centerport, New York 11721

10. CANCELLATION NUMBER

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