

Vandagriff Music

2024–2025 Policies & Procedures

Students of Jessi Vandagriff

Please initial each section, sign/date at the end, and return this form to your teacher. By signing this agreement, you agree to respect and abide by the studio policies.

_____ **General Information** | Weekly private lessons are offered in 45 minute sessions.

_____ **At the Studio** | Students are expected to arrive for lessons in a timely manner with all required materials and music. Parents may quietly wait in the lesson room, wait in their vehicle, or run errands so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with the teacher during the first five minutes of the student's lesson—but not afterwards—in order to respect the next student's time slot.

_____ **Practice and Instrument** | Private students are encouraged to practice for at least 30 minutes a day, five days a week. A proper instrument is vital to your student's success. Bassoons need to be free of leaks, have an appropriate bocal and seat strap, and have at least 2-3 working reeds.

_____ **Materials** | Students are encouraged to purchase their own metronome that isn't an app on their phone. The teacher will obtain all needed books and music for the student. The \$50 annual materials and registration fee is usually enough to cover the cost of books and materials (including group reed making materials) for the whole year; however, if it is not enough, the student/parent is expected to cover the additional costs. The \$50 materials and registration fee is non-refundable and is due before the fall lesson time can be finalized.

_____ **Calendar and Schedule** | A fixed monthly tuition amount is charged during the school year (Sep-May). Tuition rates are based on 26 private lesson opportunities, masterclasses, performances & recitals, recital expenses, and more. Masterclass will generally be held the second Friday of each month from 4:00-5:15 at the studio. Masterclass will generally take the place of your student's lesson for that week. Lessons scheduled on Mondays will still be held on minor holidays (Memorial Day, Labor Day, etc.). Consult the studio calendar for major holiday closures. If the teacher needs to cancel a lesson for extreme illness, teacher conference attendance, or teacher performance conflicts, it may be rescheduled for an upcoming masterclass week when the student does not have a regularly scheduled lesson. Any additional teacher cancellations will be rescheduled or reimbursed. Summer lessons will be offered as lesson packages. Rates are announced in April.

_____ **Tuition and Payment** | Tuition is paid in equal monthly installments. Tuition is due on the 1st of the month in order to facilitate prompt payments for all teachers. A late fee of \$1 per day will be charged after the 5th of the month.

	Monthly Payments
45 Minute Weekly Private Lessons:	\$ 140

The teacher reserves the right to raise tuition at the beginning of each new academic year (September 1st).

_____ **Summer Months** | During the summer months (Jun–Aug), private students are still encouraged to practice and take lessons. Weekly lessons will move to the summer schedule starting the first week of June. Students can sign up for individual summer lesson days and times using jessi.youcanbook.me starting in April. If a student does not take lessons throughout the summer months, they cannot be guaranteed a spot in the studio in the fall. Summer rates are announced in April.

_____ **Makeup Lessons** | Due to the teacher's limited availability, makeup lesson weeks are no longer being offered. If your student needs to cancel a lesson, the teacher is willing to attempt to fit them into an available lesson slot once per semester. Please be courteous by notifying the teacher at least 24 hours in advance regarding any known upcoming absences. 24 hours notice is required if a makeup lesson will be requested. *If a student stayed home from school for illness, they should not attend lessons.* If the roads are impassable due to weather or a student is contagiously ill but feels well enough to play, Zoom/Facetime is an option for that week. Zoom/Facetime lessons are not permitted for other reasons.

_____ **Discontinuing Lessons** | All students stop taking lessons at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. For this reason, one month's notice in writing prior to discontinuing lessons is required. Note: At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest or difficult attitude.

_____ **Communication** | Visit www.vandagriff.org to find teacher contact information, current studio policies and procedures, and the studio calendar.

The best way to contact the teacher is via email, which will be promptly returned with an email reply or phone call. The teacher always welcomes emails or text messages from students during the week if they have questions regarding their repertoire or other matters. Jessi can be reached at: 801-616-8995

I hereby release Jessi Vandagriff, owner of Vandagriff Music and her spouse or representatives, and any additional studio teachers from all liability from personal injury, illness, property loss, or damages resulting directly or indirectly from studio activities. I agree to allow Vandagriff Music to take photographs/ video or audio recordings as well as quoted statements of me or my child for educational and/or promotional use without compensation.

Parent Signature (or student signature if student is over 18)

Date

Student Name (please print)