

# MANIFOLD MELODIES

Singing, Beginner Piano  
& French lessons

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## 2018 STUDIO POLICY\*

Student's name: \_\_\_\_\_

Thanks for entrusting your – or your child's – musical education to me! Did you know that children who study music have a higher IQ, do better in school, have more self-confidence and are overall more successful in life? This is truly the best gift you can offer your children!

First of all, please let me know how you found me (this helps me with advertising efforts):

Google Search     Sign in front of the house     Word of mouth     Website

Other (please specify: \_\_\_\_\_)

Thanks for that. Now, on to some administrative things, starting with my contact information:

Mobile Phone: 0400 133 444

Email address: Lorraine@ManifoldMelodies.com.au

### Fees

Payment can be made in cash or by bank transfer, both must be made on the day of the lesson (BSB: 733005 - Account: 722465). Only one method can be used for each student, so please select the way that works best for you:

Cash     Bank transfer

Please select the duration of your lesson:

30 min - \$40     45 min - \$60     60 min - \$78

Note: \_\_\_\_\_

### Materials

It is helpful that each student bring a notepad or spiral notebook so that we can record what we've done during the lesson and write down what the student will need to practice for the next lesson as well as any homework assignments. Voice students are encouraged to bring a recording device as well.

### Punctuality

Your lesson time is yours. If you are late, please understand that I cannot go over your time as I need to be punctual for the next student's lesson.

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\* This is a legally binding contract between the music teacher and the student (or parents).

### **Lesson Canceling Policy**

Twenty-four (24) hours notice is required to cancel a lesson. If you are sick, or if there is an emergency, please notify me by 9 am the day of the lesson. Just like with any other business, payment is expected for no-shows or last minute cancellations. Only accepted cancellations can be made up, according to the student's and teacher's schedules. To cancel a lesson, you may contact me by telephone or by sending me an e-mail or a text message.

\_\_\_\_\_  
Initials

### **Parents present during lessons**

Parents are strongly encouraged to attend their child's lessons. It is proven that a child will do better when parents are involved in the lesson and in the child's practice. When a parent attends the lesson, they will know how to help their child play at home. Remember, children do not choose practice over play, just as they do not freely choose broccoli over chocolate. To teach your child commitment and focus, a parent must be with their child during practice time. This way, your child will love practicing as it will mean time spent with a parent. In a child's eye, time spent playing alone can be unpleasant time spent in solitude and can even be seen by some as punishment.

Please let me know who to contact if something happens during a lesson:

### **Emergency Contact**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relation

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

### **Amendments**

This policy may be amended occasionally as needed. In such event, students will be notified of such amendments by e-mail or letter, or notified orally that they have been posted on Manifold Melodies' web site at least two weeks prior to the effective date of the amendments. All these forms of notification shall be considered valid and binding on both parties.

This policy is available online at [www.ManifoldMelodies.com.au/about-us.html](http://www.ManifoldMelodies.com.au/about-us.html)

### **Signatures**

I acknowledge receiving, understanding the policy and agree to its provisions.

\_\_\_\_\_  
Student's Name (printed)

Date: \_\_\_\_\_  
Day/Month/Year

\_\_\_\_\_  
Student's Signature (or parent's)

\_\_\_\_\_  
Lorraine Manifold's Signature