



Putnam Music Center Private Music Lesson Contract

If you have any questions, please refer to the FAQ answers or contact Elizabeth Tedesco at 845-621-2626 or etedesco@putnammusic.com.

Agreement between Parent, Student and Teacher. Please sign the back of this sheet stating that you have read the following terms and agree to this commitment.

Contracting, Scheduling and Fees

- Lessons are contracted and scheduled in sets of **fifteen weeks per semester** (Fall/Spring) or **monthly payments**.
- Students may opt to pre-pay lessons at fifteen (15) lessons (one full semester) is the minimum. If chosen, pay for 14 lessons and get the 15th lesson for **FREE**.
- There is no drop policy, no pro-rating, no trial period and there will be no lessons carried over from one semester to the next.
- The fifteen (15) contracted lessons must be completed during the trimester for which they are scheduled.
- Rates for lessons are as follows:
 - \$40/30-minute lesson (\$600/semester), Prepaid semester \$560
 - \$60/45-minute lesson (\$900/semester), Prepaid semester \$840
 - \$80/hour lesson (\$1,200/semester), Prepaid semester \$1120
- Fees are paid in the form accepted by the corresponding **TEACHER/INSTRUCTOR** and collected at our front desk.
- If there is a need and the providing instructor has availability extra sessions can be scheduled during the semester when a special event/occasion is upcoming.

Attendance and Cancellation Policy

- Lessons should be scheduled for a recurring day and time that the student will be available every week throughout the semester. Check sports schedules, outside activity schedules, family schedules, etc. before committing to the time.
- **Before teaching can begin**, this contract, signed by teacher, student and parent, must be received at the Putnam Music Center front counter.
- Teachers, parents and students should check their calendars thoroughly and plan each week of the semester.
- If there is a no-school holiday scheduled on the day of a lesson, the paid lesson will be moved forward to the next meeting week/time.
- If a teacher must miss a lesson for any reason, that lesson will be made up within
- the semester at a mutually convenient time and place for both student and teacher.
- Faculty will make up one (1) lesson missed by a student, **but only if 24 hours notice is given. If the lesson is canceled on the same day of appointment, you will not be given a makeup lesson. Your prepaid 15 weeks or monthly payment will cover the missed lesson.**
- Any student “**no-show**” will not be made up.
- Lessons missed due to snow days will be moved forward to the next meeting week/time.
- Lessons missed due to outside events, without notice will not be made up. (There Can be only one (1) make up of the semester if proper notice is given.
- Alternate dates can be planned in advance to avoid cancellations close to the date.
- All parties should view the scheduled fifteen (15) lessons as **contracted time and instruction** on which the parent, student and teacher can rely to be consistent.

- **ALL SCHEDULING** changes and updates **MUST** be managed at our front desk to avoid confusion. Any schedule changes not made at the front counter can be considered a missed lesson if changes cause any conflicts.

Families and teachers should have an open line of communication and an ongoing dialogue about progress, goals.

Please provide the following contact information (cell phone and email).

Student Name _____ Grade in School _____ School _____

Contracted Lesson Day and Time preferred: _____

Teacher:

Teacher Cell Phone and Email: _____

I agree to provide excellent instruction and to foster the musical growth of my student during the above stated trimester, day and time. I can be reached to provide feedback to parents regarding their child's progress.

Teacher Signature _____ **Date** _____

Parent:

Parent Name _____

Parent Cell Phone and Email _____

I agree to the above stated semester, day, time and length of lesson. I understand the attendance policy. I agree to the financial responsibility for contracting fifteen (15) lessons per semester.

Parent Signature _____ **Date** _____

Student:

Student Cell Phone and Email _____

I agree to be responsible about attending my lessons at the regular scheduled time and to give my teacher proper notice if I must miss. I will stay on top of my calendar and commitments so that I might get the most out of this experience.

Student Signature _____ **Date** _____

Please return this form with signatures to the private instructor.