

STUDIO POLICIES FOR CAMPO-MUSIC

PIANO, VOICE, GUITAR LESSONS

We are excited that you are taking classes or private lessons from us! Please make note of the following policies and procedures, sign and return this entire document to the address below or turn in to your teacher on your next lesson day. Please make and keep a copy for your records.

CLASS CALENDAR:

Lessons will be held throughout the year. Students are expected to take lessons ALL year except for those dates listed below.

No Lessons as Follows:

First week in September and Labor Day, Tuesday and Wednesday before Thanksgiving, Thanksgiving Day-Weekend, the 2 weeks before Christmas, week of New Years, President's Day and President's Day Weekend, Public Schools Spring Break, Memorial Day and Memorial Day weekend, and the 4th of July (if it falls on a lesson day). Lessons are in session on all other days unless otherwise stated by your instructor.

TRIMESTERS:

1st Trimester
FALL
Sept – Dec

2nd Trimester
WINTER/SPRING
Jan – May

3rd Trimester
SUMMER
June – Aug

COMMUNICATION:

Voicemail: (619-933-3756) Monday-Saturday and email (lynn@campo-music.com) anytime. Please use voice mail or email to leave messages. Calls/emails will be returned as soon as possible. Please note that calls/emails may not be returned on Sunday. In addition, please notify us of any family or school problems, as well as time consuming family activities which may be stressful to your child. Your child's well being is our main concern.

PRACTICE:

Plan a regular time for DAILY practice. Ideally, you should practice 6 days a week; 30 minutes a day to make the most out of your private lessons for beginners. For advanced students, 45-60 minutes a day. Practice tips can be found on our website at http://www.campo-music.com/practice_tips.htm.

RECITALS:

Students gain valuable experience when they perform in front of other people. Two recitals are scheduled each year. The recitals are usually held in the spring and the winter. Students are encouraged to participate in these events. Recital dates and times will be given to you by March 2006. Other performance opportunities may be available during the school year (which are optional but dress code below is in effect).

Students are required to dress up for these concerts. Boys/Men: Shirt/Tie and Nice Pants (Sport coat optional). Girls/Women: Dress or Skirt (No pants and no bare midriffs). No jeans or tennis shoes. Students are expected to memorize their pieces for the end of the year recital. Memorization and performance tips can be found on our website at http://www.campo-music.com/practice_tips.htm

LESSON SCHEDULING:

Lessons are scheduled/reserved as follows:

Priority is given to full-year private students (First-call, first-served)

New private students and those taking summer break (First call, first-served)

Please pick a day/time that is best for you during the entire semester. Rescheduling is difficult once the semester begins and make-ups are attempted, not guaranteed. In addition, continuity and consistency with lesson day/time will allow you to get the most out of your lessons.

LESSON TIME

To be least disruptive to the lessons that are going on, please arrive at your designated lesson time. If you arrive early, please wait quietly in THE waiting area so you don't disturb lessons that may be in progress. Thanks for your cooperation.

RAIN/SNOW EMERGENCY POLICY:

In the event of rain or snow, unless you hear from us, lessons are ON.

INSTRUMENT MAINTENANCE:

Your instrument should go in for a check-up once a year. We recommend Alan's Music in La Mesa or Moze Guitars, also in La Mesa. Pianos should be tuned every 6 months.

CANCELLATION POLICY:

YOU ARE RESPONSIBLE FOR ALL LESSONS IN A GIVEN SEMESTER!

When scheduling lesson times, make sure to pick a time that will work throughout the entire trimester. Alternate lesson dates and times are usually non-existent once the trimester begins.

When a conflict occurs and it is prior to 24 hour notice, you may call for an ATTEMPT at a reschedule. Lessons that are canceled/missed without a 24 hour advance notice will NOT be rescheduled.

To better assure rescheduling, call early with any potential conflicts.

If WE have to cancel a lesson, those lessons will be rescheduled that same week or doubled up at a later time.

FREQUENT CANCELLATIONS MAY RESULT IN LESSON TERMINATION.

LESSON TERMINATION POLICY:

YOU ARE RESPONSIBLE FOR ALL LESSONS IN A GIVEN TRIMESTER!

When a student registers for lessons, we anticipate that this will be a long term relationship. However, if it is necessary to discontinue lessons, a 4 WEEK notice must be given to Campo Music. You will be billed for those 4 lessons whether or not they are taken.

TUITION PAYMENTS:

Tuition is not considered as an hourly charge or as a charge by the lesson. Tuition includes private lesson time; daily preparation time, time spent searching for new music and materials, time/money spent on recitals, festivals and auditions, and time spent for continuing education. Please note that tuition does not include music, study materials and supplies, or festival and audition fees.

Parents are expected to PREPAY for the each month on the first lesson day of the month. Lesson days/times will not be held until payment is received.

**Special payment arrangements may be available on an individual basis.

***Sponsorships are available for a limited number of students – ask for a form.

****A fee of \$30.00 will be assessed for late payment.

CAMPO MUSIC

Lynn A. Neff; Founder/President/Owner

Located at Rocky Top Ranch

31264 Highway 94 in Campo

Mailing Address:

PO Box 51

Campo, CA 91906

Website: www.campo-music.com

e-mail: lynn@campo-music.com

PLEASE READ THIS CONTRACT CAREFULLY!

SIGNING THIS DOCUMENT INDICATES YOU UNDERSTAND, ARE RESPONSIBLE FOR, AND ARE IN COOPERATION WITH THE POLICIES MENTIONED ABOVE.

I/We have read, understand and agree to the above policies/procedures:

Signed: _____ Date: _____

Printed Name: _____

Signed: _____ Date: _____

Printed Name: _____

Mailing Address: _____ City _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Email Address: _____ Student Birthday: _____

PLEASE TURN IN ALL PAGES! PLEASE PRINT AND KEEP A COPY FOR RECORDS!