**Gabrielle Tee’s STUDIO POLICY 2018/2019**

**MY RESPONSIBILITIES**

As a music instructor, my ultimate goal is to provide a nurturing and supportive environment for students of all ages and skill levels. Learning an instrument is both rewarding and challenging, and I break down the learning process into manageable steps to give students a sense of accomplishment each week. I tailor each lesson to match a student’s individual learning needs and musical interests. I offer lessons in piano, guitar, ukulele, electric bass, theory, music history, and songwriting.

**Student & Family Responsibilities**

Students agree to arrive at each lesson punctually, prepared to the best of their abilities, and with their materials in hand. Students and parents agree to set aside time daily for practice. Practicing even 10 minutes a day is better than cramming for an hour before your lesson! If there are ever questions about assignments, please ask during lessons, or email me during the week.

If something is happening at home or school that is affecting you or your child, please let me know. Please err on the side of letting me know more so I can be sensitive to the needs of your child. A quick text on the way to lessons can make the difference between a great lesson and a difficult one. (Did Max find out that he didn't get the part in the play? Was Sophie sick all week? Let me know!)

If a student is repeatedly absent, late, and unprepared, I may ask the family to take a break from lessons and re-evaluate their commitment. Additionally, if a student decides to take a break from lessons, please inform me at the beginning of the month.

**TUITION**

Tuition covers not only the individual lesson time, but the time preparing for each student as well. Tuition is due at the first lesson of the month. I currently accept cash, check, and Venmo. I have a flat monthly rate, meaning I don’t charge extra for months with 5 lessons, nor do I charge less over the holiday breaks.

Monthly Rates:

30 minute - $120/month

45 minute - $160/month

60 minute- $200/month

Additional fees include a $55 family membership fee that is paid to Asheville Music School, and materials such as notebooks, lesson books, and performance repertoire. For your convenience, I purchase the materials, and e-mail you an invoice for reimbursement. On average, these materials cost $25 a year.

If your family is struggling to afford lessons, please contact our scholarship manager at Scholarships@AshevilleMusicSchool.org.

**Summer Lessons**

To stay enrolled and to reserve a slot for fall, I require that all students have *at least* 3 hours of lessons in total over summer break. I will send out an email in May with sign-up times, and slots are first-come, first-serve.

**Cancelation Policy**

While I understand that school activities, illnesses, and family events may fall on a student’s lesson day, I am unable to offer your family more than one weekly slot. Please inform me of any absences, but know that I’m unable to give you another time during that week. I will be offering one make-up day each semester per student. For the fall semester the make-up day is December 16, 2018. You can e-mail me to schedule a lesson on that day if you missed at any point in September-December 2018.

If I am sick, or there is inclement weather that prevents us from holding lessons, I will provide a lesson credit on the next month’s tuition.

**Performance Opportunities**

Every student is invited to perform in two recitals a year: Holiday recital in December, and Spring Recital in May. I encourage students to seek additional opportunities such as school talent shows, open mic nights, and student ensembles.

**Calendar**

Please mark the following dates on your calendar:

August 20- Fall lessons begin (Monthly rate is pro-rated to 50%)

November 29- No lessons (Thanksgiving)

December 24- Jan 2- No lessons (Holiday Break)

April 15-19- No lessons (City Spring Break)

May 26- Spring Recital, Details TBA

June 3- Summer Lessons Begin

**COntact**

Please use email as the primary way to contact me, and reserve texting for last-minute cancelations:

Address: Asheville Music School, 126 College Street, Asheville, NC

School phone: 828-252-6244

E-mail: Music@GabrielleTee.com