

Private Music Families,



- **All lessons will be Paid in Advance at the beginning of each month.**
  - Example: \$128 for a four week Month or \$160 for a five week Month.
  - Payment reserves your scheduled time with your instructor.
  
- **Attendance (Student)**
  - Out of courtesy, students should contact their instructor of any absence for any reason. Families are still responsible for payment of a missed lesson. VSPA reserved the room, scheduled an instructor and is committed to pay the instructor for the lesson and time that was scheduled.
  - Only reason to reschedule a lesson with your instructor is due to illness. (Not to exceed 3 times in a 6 month period)
    - Cancellation of lessons by student can not be rescheduled or payments credited to future lessons.
    - Please contact your instructor directly if the student is ill.
    - Get your instructors contact information.
    - As a second contact call VSPA.
  - Plan ahead with your instructor. If you know you will be gone for one week notify your instructor and the VSPA office prior to the start of that month.
    - Example: If you know in July that you will be gone for 1 week, notify your instructor and VSPA office. When you are making your monthly payment, pay for only the 3 weeks in attendance.
  - If you will be gone for two or more weeks notify your instructor and VSPA office as early as possible. In this instance we cannot guarantee your scheduled lesson time upon your return.
  - You may reserve your scheduled lesson time with 50% of the monthly tuition.
    - Example: If you will be gone for the entire month of August, we will guarantee your scheduled lesson time with your instructor with 50% of Augusts monthly tuition.
  
- **Attendance (Instructor)**
  - If your instructor will be out, they are required to have a substitute for your lesson.
  - If a substitute is not available, your instructor is required to notify you directly and reschedule your lesson *within the same month*.
  - If a time cannot be rescheduled within the same month, the student will be credited the amount of the lesson toward the next month. (*Only when an instructor is absent*)
  
- **Class Etiquette**
  - Students must wash hands before their lesson and before using instruments to limit the spread of germs.
  - Parents may only observe the first lesson with their student at the instructors discretion. This is to ensure students maintain focused on instruction from their teachers.
  - The use of electronics is prohibited and may only be used, with the instructor's permission, to record warm ups/scales for practice purposes.

January 1st 2024