

ATTENDANCE POLICY

For Music Lessons with Ryan Neaveill

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I teach lessons Monday through Thursday year round except for the following:

- Spring Break (usually around the third week of March)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- One week in the summer (usually in August)
- Labor Day (First Monday in September)
- Thanksgiving Day and Black Friday (Fourth Thursday in November and the following Friday)
- The week between and including Christmas Eve (Dec. 24th) and New Year's Day (Jan. 1st)

BE ON TIME

Please try to arrive at your lesson exactly on time. Since I schedule back-to-back lessons, it is not usually possible for you to come earlier than your scheduled lesson time as you would be interrupting the previous student's lesson. Likewise, you cannot arrive late to your lesson and expect to get the full amount of time as there will most likely be another student who comes directly after you.

EXCUSED AND UNEXCUSED ABSENCES

I classify student absences in two simple categories: excused and unexcused. An excused absence is one in which a student lets me know ahead of time that they will be gone. An unexcused absence is when a student doesn't let me know that they will be gone—or a “no call/no show.” Students may make up lessons missed from excused absences. Students may not make up lessons missed from unexcused absences.

TARDINESS

Students need to notify me by phone, email or text if they are going to be late to their lesson. If a student hasn't arrived within the first ten minutes of their lesson, I will assume that they are not coming and may use the remainder of that lesson time to run some errands—so do let me know if you're running late, otherwise I may not be there when you finally arrive and it will be recorded as an unexcused absence!

MAKEUP LESSONS

If you need to miss a lesson, call, text or email me and let me know you can't make it. I realize that sometimes things even come up at the last minute, so you don't even have to give me 24 hours notice! But please let me know ahead of time, even if it's only ten minutes before your lesson. I will not make up lessons at which you simply do not show up and do not call, text or email me to notify me of your absence! These are recorded as UNEXCUSED ABSENCES (see above).

Students can make up/reschedule up to two lessons per month. Makeup lesson must be scheduled within four weeks of the originally missed lesson.

I will not reimburse you for lessons that you miss, therefore the amount of instruction you get for your tuition is totally up to you and how faithfully you attend your lessons.

Note that when you cannot make it to your normally scheduled lesson and have to make it up on a different day/time, I am sacrificing extra time from my schedule for you; and, while I typically do not mind doing this once in a while, it becomes inconvenient when it happens regularly. Also, my teaching schedule is usually pretty full, especially during the school year so finding a suitable makeup time that works for both of us may not always be possible.

You are responsible for contacting me to arrange any makeup lessons. If you simply notify me that you are missing a lesson and do not schedule a makeup, then I will assume that you do not wish to make it up.

TERMINATION

You may terminate your lessons at any time, though I do prefer you show me the courtesy of letting me know at least a couple of weeks in advance so that I may have adequate time to fill your vacant time slot. No refunds will be given for lessons terminated before the end of your tuition payment period.

I have read and understand this Attendance Policy: _____ (signed) _____ (date)