2019 Lesson Policies

LESSON PAYMENT
Each student shall receive 4 lessons per month regardless of holidays. The payment is from the first to the end of the month, payable on the 25th of the month prior for automatic payments on ACH (checking or savings) or Credit Card. The first month is pro-rated and paid before you start lessons so that your monthly payments shall follow the studio schedule of payment on or before the 25th for the following month.

PAYMENT METHOD
Payment may be made monthly by automatic check withdrawal (ACH) from a checking account or savings account, or monthly on a credit card (CC) account discounted rate (see below). Lesson payment is due by the 25th. Automatic payment is collected on the 25th or the next business day payable in advance for the following month.

Students making automatic payments will provide Let’s Play Music & Make Art, LLC a voided check from checking account, savings account numbers, or credit card information that will be used for automatic payment. The student agrees to update Let’s Play Music & Make Art, LLC with new accounts as required, including updated credit card information if the card expires or is invalidated for any reason. The student further agrees to provide the appropriate authorizations to Let’s Play Music & Make Art, LLC to effectuate said payments. Let’s Play Music & Make Art, LLC reserves the right to change lesson rates. Let’s Play Music & Make Art, LLC shall provide written notice to the student 30 days prior to a rate change.

RETURNED CHECKS OR DEBITS:
Checks or debits returned from the bank for any reason are assessed a $15.00 return fee.

EVERY OTHER WEEK (EOW) SCHEDULING:
If a student is to assume an EOW schedule, the student agrees to be either a teacher’s first or last student of their scheduled day. The student understands that their scheduled time may need to change based on their teacher’s schedule to maintain to be the first or last student of their day.

BOOKS & MATERIALS:
Students will need educational materials periodically. These materials are not included with tuition for private lesson students. Books and materials are included in Music for Little Mozart, Kindermusik, and art class tuition.

MISSED LESSONS:
The student shall give 24 hours’ notice to reschedule a private lesson. The student understands that the music teachers rely on lesson payment and must be paid whether or not the student attends. Weekly and monthly group enrichment classes shall be offered to students who want a makeup but did not give the required 24 hours’ notice to reschedule as a private lesson. Weekly theory classes are drop-in, and monthly group classes are sign up only and will be posted on the bulletin board. There are no refunds for missed lessons. Because we teach 4 lessons per month, vacation times are scheduled around 5th weeks. Please check the calendar on the bulletin board or on our website for lesson schedules.
**LESSON TERMINATION**

Students may terminate lessons at any time. Upon termination, a refund may be issued for all lesson scheduled 24 hours and beyond the termination date. The student is not entitled to receive refunds for any lessons prior to the termination notice. To terminate lessons, the office must be notified. Notification to your teacher is not sufficient for withdrawal; the office may be notified in person at our Derry location during office hours, by calling the office and speaking to the office staff, or through email with return receipt. Our office phone number is: 425-7575 and our email is: info@letsplaymusic.com.

**TEACHER ABSENCE**

Every effort will be made to have a substitute if your teacher needs to cancel. All lessons canceled for teacher absence are made up by your teacher or a substitute at a mutually convenient time.

**TEACHER DEPARTURE**

While Let’s Play Music and Make Art, LLC will make every effort to ensure a timely notice and smooth transition in the event of a teacher’s departure, unforeseen circumstances may arise where a sudden departure may occur at no fault of Let’s Play Music and Make Art LLC. Let’s Play Music and Make Art, LLC will make every effort to accommodate student’s schedules in the event of rescheduling due to teacher departure, and makes no guarantee that previously scheduled time will remain available. Every effort will be made to ensure an optimal student/teacher match.

**SNOW DAYS**

The student agrees that Let’s Play Music & Make Art, LLC does close occasionally due to snowy or icy road conditions. The student understands that Let’s Play Music & Make Art, LLC cancellation does not always follow school closing and shall contact Let’s Play Music & Make Art, LLC and/or shall check the website to ensure that there are lessons. If the student deems driving conditions, but the Let’s Play Music & Make Art, LLC is open, the student may notify Let’s Play Music & Make Art, LLC and the student can opt for a group enrichment class. The student understands that snow day cancellations shall be made up at a mutually convenient time. Student agrees to take a make-up with teacher, a substitute, or a group enrichment class. There are no refunds for snow days.

**SUMMER VACATION / SCHOOL VACATION**

The student agrees that lessons shall continue during the summer and/or school vacations unless arrangements are made well in advance. Let’s Play Music & Make Art, LLC shall endeavor to accommodate scheduling issues, including offering that lessons be scheduled twice a month for one hour instead of the typical half hour lessons four times a month. Fall scheduling officially begins on the first week of August after Let’s Play Music & Make Art, LLC official vacation week during the last week of July/first week of August. Let’s Play Music & Make Art, LLC shall make every effort to accommodate scheduling matters for students who remain enrolled during the summer.