

Dear Studio Families:

Thank you all for being part of our wonderful recital last month. It was a true success!

It is extremely humbling to be trusted with music instruction for so many amazing children. After much consideration, the decision to make some updates to my studio policy are needed to ensure each student receives the best experience possible.

The following policies will take effect January 1<sup>st</sup>, 2022.

Tuition will now be spread across equal monthly payments. Your monthly tuition will no longer fluctuate when there are three, four or five lessons in each month. Monthly tuition is now based on the sum of all lessons offered, divided equally among 12 months.

- Monthly tuition rates for 2022 Calendar Year are as follows:
  - 30-minute lesson: \$160
  - 45-minute lesson: \$220
  - 60-minute lesson: \$320
- Due to the coordination involved, my schedule no longer offers room for rescheduling lessons. There are two options available for those who are unable to attend their scheduled lessons. Refer to policy for these options.

Your cooperation with studio polices ensures I can spend less time on administrative tasks and more time on providing quality musical experiences for your children.

Please review and sign the following policy as soon as possible to assure your child's placement.

Thank you for all your support, please contact me with any questions or concerns.

Sincerely and Respectfully,

Yolande Witkin  
Director Of Music

Yoly Music Studio  
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619-990-9094



## **YOLY MUSIC STUDIO POLICY 2022**

### **TUITION**

Tuition is charged in a flat monthly rate from January through December. This monthly payment guarantees the students place in my studio.

- Monthly tuition rates are based on a total teaching commitment of 48 weeks divided equally among 12 months.
- Payments are due on the fifth day of each month.
- A late penalty of \$10 will be automatically assessed for any payments received after the fifth day of each month.
- Payments are received by cash, check or Venmo in the name of Yolande Witkin.

### **MONTHLY TUITION RATE FOR 2022**

- \$160 for 30-minute lessons
- \$220 for 45-minute lessons
- \$320 for 60-minute lessons

Tuition covers not only the actual lesson time spent with the student, but time preparing for each student as well as ongoing business costs including

- An individualized plan for each student.
- My ongoing training and education.
- Professional organization memberships and fees.
- Insurance and taxes.
- My music lending library.
- Printing, scanning and copying.
- Studio technology.

### **SICKNESS POLICY**

My home studio is a high traffic area with approximately 35 students and their families coming and going each week. Now more than ever, I appreciate your help in making sure that we keep each other safe.

- Students missing school the day of their lesson should not attend their piano lesson that day.
- Students should be fever, cough, runny nose and vomit free for a minimum of 48 hours before attending any lesson in my studio.
- In event of coming inside to make use of the waiting area or restroom, sickness policies apply to any person accompanying the student. If anyone in the accompanying party is sick, they will be asked to wait either outside or in their vehicle.
- Please keep me informed of any additional health situations that might be considered questionable.
- I reserve the right to end a lesson at any point due to concerns about sickness.

## STUDENT/PARENT RESPONSIBILITIES

- Students are responsible for arriving and departing lessons on-time
- Students are responsible for bringing their assigned books and materials to class.
- Students are expected to practice for a minimum of 5 days a week. The length of recommended practice time will vary by individual and will be discussed during lessons.
- Parents are asked to encourage students to practice and perform at home. Some students do well with guided practice while others are more independent. Either way, please make sure your child knows they have your support and encouragement.

## STUDIO CALENDER

- The studio will be **CLOSED** on the following dates for the (2022-2023) school year

March 21<sup>st</sup> - March 25<sup>th</sup> **Spring Break**

May 31<sup>st</sup> - **Memorial Day**

July 25<sup>th</sup> - August 5<sup>th</sup> **Summer Break**

November 21<sup>st</sup> - 25<sup>th</sup> **Thanksgiving**

December 23<sup>th</sup> - January 2<sup>nd</sup>, 2023 **Christmas Break**

- Lessons are conducted during the school term according to the Burbank Unified School District.
- Lessons are conducted on weekdays.
- Lessons on Holidays, apart from those included in weeks mentioned above, will meet as scheduled unless communicated otherwise by either party.
- Any additional studio closings will be compensated by Ms. Witkin, whether that be in the form of a zoom lesson or in person private lesson time.

## MISSED LESSONS

- Missed lessons due to forgetfulness, illness and other commitments are non-refundable. Exceptions will be made for a prolonged sickness and extenuating circumstances on an individual basis.
- Due to limited studio availability, rescheduled lessons should never be expected. Current demands on my roster do not allow for reschedules or makeups.
- If you are unable to attend the scheduled lesson in person, you may choose from one of the following during that scheduled time.
  - **Zoom lesson** - If there is a conflict with sickness or transportation, this is the optimal solution.
  - **Video Lesson** - If a Zoom lesson is not an option, I will use the student's lesson time to design an individualized assignment for the week to come. The assignment will be delivered on the LessonMate App.
  - Please note. These options are **ONLY** available to those who provide a minimum of 24 hours' notice of their absence.

## **VACATION AND TIME OFF**

In the event students require time off for vacation or camp, there needs to be a four week notice to postpone or cancel their scheduled time slot. If longer than two weeks, there is no guarantee that their scheduled time slot will not be filled. Scheduled time slots can be guaranteed by monthly tuition payments. However, these missed lessons will not be available for rescheduling.

## **RECITALS**

- There will be two Studio Recitals held every year. Due to the current pandemic, dates may change but should be expected to be held on a weekend during the middle of the months of May and November.
- There will be a \$25 recital fee for each student participating to cover costs of recital hall, food, drinks, printing and video.

## **TERMINATION**

If a student wishes to discontinue their music lessons a minimum of a four week notice must be provided. Refunds will not be issued.

## **MEDIA**

- Approval to use student photo, videos and likeness in conjunction with studio promotion and/or educational purposes.

By signing this document, all parties agree to the updated policies of Yoly Music Studio.

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Student Name

\_\_\_\_\_

Parent Name

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**Yolande Witkin  
Director of Music**

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