

# DECTER STUDIO POLICY 2008

## LESSONS

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### **Repertoire**

We will choose repertoire based on your interests and technical skill and demands. You are encouraged to bring in selections that you'd like to work on or I can choose music for you. If you bring your own, please bring me a photocopy and I will keep it in my studio binder so that I can accompany you. If I choose your music, you will be given a photocopy of the sheet music as they are assigned. It's best to keep a binder or folder for all of your music. Please bring the copies of your assigned repertoire with you to each lesson. You may also purchase new music from a local music store or online. To buy music, I recommend:

World of Music in Campbell  
20015 Stevens Creek Blvd  
Cupertino, CA 95014  
(408) 252-8264

[www.tis-book.com](http://www.tis-book.com)

### **Practice**

Students are expected to practice regularly between lessons. Even 10 minutes a day makes a huge difference week after week. As every individual is unique, we will discuss the expectations of your practice time in your lessons. Please know that regular practice is the **ONLY** way you will improve, so plan on committing to at least 10-15 minutes/day.

### **Preparation**

For those of you preparing for auditions or performances, please give yourself a **minimum** of 4 lessons for us to prepare.

### **Materials**

Please plan on bringing water with you to each lesson. For your convenience, I will provide pencils and highlighters. You're welcome to record your lessons with your own digital recorder (iPod, MiniDisc, etc.) or you may bring a blank cassette tape to use in my recorder and mic. I also have a CD player with an iPod dock, so if you have pre-recorded music and/or backing tracks (karaoke) you may bring those with you.

## FEES & PAYMENTS

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### **Rates for lessons in San Jose\***

\$220/mo for four 60 min. lessons

\$140/mo. for four 30 min. lessons.

The fee is based on four Regularly Scheduled Lessons a month. Additional lessons are available, as needed, at the rate of \$55 for 60 minutes and \$35 for 30 minutes.

In months where a fifth lesson is taught, it will either be used as a make-up for a previously missed lesson or banked for a future missed lesson (holidays, etc.). As a rule tuition credits will not be provided.

*In RARE and EXTREME cases, tuition credit may be provided on a limited, case-by-case basis at my discretion. Discussing your situation with me before it becomes an issue, is greatly appreciated.*

*\*Lessons will be \$240/mo for four 60 min. and \$160/mo. for four 30 min. lessons in Palo Alto.*

In addition, upon approval, intermediate/advanced students may take bi-monthly 60 or 90 minute lessons. The monthly rates for these are:

\$140 for two 60 minute lessons

\$180 for two 90 minute lessons

### **Tuition Payments**

Payment is due the at the last lesson of the month for the nest full month of lesson. Payments may be made by cash or check to Lori Decter. If you happen to be missing your last lesson of the month, you may mail your payment to me no later than the 30<sup>th</sup>.

If you would like a receipt for your payments please let me know and I will happily provide you with one.

## ATTENDANCE

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### **Cancellation Policy**

If you must miss your Regularly Scheduled Lesson, please notify me either via email (loridecter@yahoo.com), voicemail or text message (on my cell phone). All Regularly Scheduled Lesson cancelled with 24hrs. notice are eligible for a Make-up Lesson on a day and time that is mutually convenient. If you cancel your Regularly Scheduled Lesson with less than 24 hrs. notice, you will forfeit your option for a Make-up Lesson. In addition, any cancelled Make-up Lessons will be forfeited.

In the event that I need to cancel either your Regularly Scheduled Lesson or your Make-up Lesson, I will reschedule the missed lesson to a mutually convenient day/time. If a mutually convenient day/time cannot be found, I will offer you a tuition credit.

### **No Shows**

It is assumed that all students will check their calendars in advance for conflicts with their Regularly Scheduled Lessons as well as Make-up Lessons. I will wait for 15 minutes for you to arrive at your lesson. After 15 minutes, if I have not heard from you via phone or email, I will assume that you are a No Show. Not showing up to the lesson without prior notification is grounds for permanent removal from the studio schedule. If you inadvertently missed your lesson, please contact me as soon as possible. Also, please call and leave me a message if you are going to be late.

### **Vacation Days**

Vacation days must be arranged when making that month's payment. Each student is allowed (4) vacation days per calendar year. Any additional time off will be charged the regular lesson fee. If time and scheduling permits, I am happy to reschedule lessons around your vacations as needed. No lesson's will be given on the following holiday's: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter Day, Memorial Day, July 4th, Labor Day and Thanksgiving Day. All other weeks must be paid for to hold the lesson time.

### **Make-Up Lessons**

Every effort will be made to schedule make-up lessons in the same week as the cancelled lesson. Please provide your availability for the week in which you cancel your lesson to better facilitate the scheduling of the make-up lesson. Cancelled Make-up lessons will be forfeited.

I will remind you that you need to make-up a lesson for the first two weeks after the missed lesson. After that, it is your responsibility to schedule a make-up lesson with me. I am also open to adding an extra 15 or 30 minutes to a regularly scheduled lesson in order fit in the Make-Up lesson minutes.

### **Promptness and Tardiness**

Every effort is made to begin and end lessons on time. Often times, a new concept is grasped at the end of a lesson, therefore I do have a 5 minute "cushion" between lessons. From time to time a lesson may go over by 5 minutes. If you are waiting for your lesson and there is a student before you, please knock on the door at your lesson time. If your lesson starts late because I started late, you will receive your full lesson time (either 30, 60 or 90 minutes).

If your lesson begins late because you arrive late, you will receive the remainder of your lesson time from your time of arrival. Please call if you are going to be late. After 15 minutes, if I have not heard from you via phone or email, I will assume that you are a No Show (see No Show policy).

If you need to leave your lesson early, please let me know at the beginning of your lesson.

## FACILITIES

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### **Studio Locations**

Lessons are currently taught Monday through Thursdays at my home studio, located on North 6<sup>th</sup> Street in Downtown San Jose. Fridays are reserved for make-up lessons, as needed.

On Wednesday afternoons, I am at Kehillah High School.

### **Parking**

If you are coming to my home, you may park on the street. For lessons before 6 pm, you will need to use the Guest Parking Permit Tag to hang in your car. Please be sure to return it to me, before your departure.

### **Visitors**

Up to 2 visitors are welcome in your lesson.

### **Additional**

I do have a small dog and a cat at home, please let me know if you have any allergies.