

Scheduling

- a. Semester schedule: Fall Semester Sept. 14, 2009–Dec. 21, 2009
 Spring Semester Jan. 11, 2010–May 10, 2010
 Summer Session June 7, 2010–August 23, 2010
- b. Lesson time is as chosen by the student/guardian at beginning of Fall Semester to continue through Spring, based on the availability of Nikki Lemire (hereafter “the instructor”) and the teaching hours of Stoney End Hobgoblin Music Store.
- c. The schedule will observe government and religious holidays, three yearly breaks (Winter, Summer and Fall), and conflicts of the behalf of the instructor scheduled before the onset of the Semester. Please refer to the Harp Semester Calendar.

Payment

- a. A monthly fee will be assessed on the first lesson of each month. This fee reflects the average number of lessons per month for each Semester. (lesson cost x number of lessons ÷ number of months)
- b. The lesson cost is as follows:
 - a. 30 minutes: \$21 45 minutes: \$35 60 minutes: \$50
- c. A travel surcharge will be added to each lesson the instructor travels to the student’s home:
 - a. within 15 miles: \$5 16-25 miles: \$10 25+ miles: \$15
- d. Refunds are only given under this circumstance: the instructor cancels a lesson that cannot be rescheduled within the Semester.
- e. For every new student referred to the instructor by a current student, the referring student receives one free lesson.
- f. Students/Guardians wishing to terminate lessons with the instructor must give one month’s notice, or the equivalent in lesson payment as a termination fee, if canceling during the semester.

Cancellation and Make-up Policy

- a. Students may miss one lesson per semester that will be made-up. This make-up is built into the calendar as a Make-Up Day. These lessons follow a special schedule that may differ from your usual lesson time.
- b. Make-Up Day: Each student will be allotted two lessons on the Make-Up Day, back to back. If a student has missed a lesson during the semester, the make-up will be honored on the Make-Up Day (extra long lesson). Any student not needing a make-up will have this lesson time as a Free Bonus Lesson. This make-up schedule is to accommodate the hours of the Hobgoblin Music Store, and encourage regular lesson attendance.
- c. Students may consult the Student Contact List to swap lesson times with another student. Please confirm the swap with the instructor via email.
- d. All other missed and canceled lessons will be forfeited.
- e. Emergency circumstances are the only exception to this policy and will be dealt with on an individual basis.
- f. Make-up lessons will be given or refunded if a cancellation is made by the instructor, or in the case of inclement weather which makes travel impossible. In the event of a school cancellation, lessons may still be held. Please check email and voice messages.

Supplies

- a. Students/Guardians are responsible for the purchase of lesson materials. The instructor will mark items on the Supply List for purchase.
- b. A three-ringed binder and divider are required. Feel free to reuse one, but it must be rededicated to harp use only. They are also available for \$5 at the store. Lesson note sheets/charts are available online on the website, or at the lesson. A \$10 donation each Fall Semester is taken for the "Copy Fund".
- c. A music stand, and chair or bench that is the correct height for the student is needed for at-home practice. An automatic tuner and tuning key are also needed.
- d. Supplemental music is encouraged, and may be purchased by the student/guardian. This music may be implemented into the lesson as time permits.

Practice Policy

- a. Students are expected to practice daily in preparation for their weekly lesson. Not practicing is not a reason to cancel a lesson, as progress can still be made and new goals assigned. Weekly lesson attendance and daily practice are essential to a student's musical growth, and give you the best value for the lesson cost. The more the student practices, the more the student learns. Weekly attendance also helps the instructor tailor the weekly practice goals to the progress and skill level of each student.
- b. Parent participation during practice is greatly encouraged. The parent may serve as the "At Home Teacher", reading the lesson notes and music, and helping the student to meet their weekly practice goals. Build practice into your daily schedule with your child as a time to spend and learn together.

Miscellaneous

- a. An informal Open House is planned each semester for new students, current students and families to meet one another. Students may play their newest pieces, and we may play some pieces as a group. All group supplemental music is provided by the instructor at no extra cost.
- b. A Holiday Recital and end of the year Spring Recital are planned each semester—site to be determined. Participation is not required, but is strongly encouraged. We will play many songs as a group and students may also play prepared solos. Recitals are provided at no extra cost.
- c. Summer Session is from June to August. Summer Session lessons are scheduled and paid for at the onset of each month. Students are strongly encouraged to continue lessons into the summer and may take as many lessons as they wish! This is a great time for students to make a lot of practice progress, attend music camps, and do book recitals. Make-ups will be made as scheduling permits, however (during Summer Session only) if a scheduled lesson is canceled within 24 hours of the lesson, the lesson is forfeited.
- d. Please make sure nails are trimmed and hands are washed before the lesson.
- e. Students taught at home must tune their harp and prepare materials before the arrival of the instructor.
- f. Taking telephone calls during the lessons will not be permitted.
- g. Nikki Lemire, the instructor, reserves the right to terminate lessons with any student, for any reason.

Please complete the following contact information and sign below stating that you have read and understand the policy above. This contact information will be used for the student swap sheet and to update my records. Please also indicate the way in which you would like your fellow students to contact you.

I have read and agreed to the terms set forth by the policy above.

Student/Guardian Signature

Student/Guardian Print

Contact Information

Guardian Name:

Student Name:

Address:

Email:

Cellphone:

Other phone:

Preferred contact by fellow students and instructor: (circle one) Cell Email Other Phone