**Lesson Policy**

Attendance:

 It is imperative that you attend **all** lessons. Should a scheduling conflict arise, please consult the student contact sheet and arrange to swap with another student. Send me an email to alert me to the swap. If a swap has not been made at least 24 hours before lesson, the lesson and payment will be forfeited.

Cancellations due to an illness or emergency on my part will be made up. Only **two** cancellations due to an illness or emergency on your part will be made up during the year. Should an illness or emergency occur, please call me at once to let me know. If you do not show for the lesson and I haven’t received a phone call, the lesson and payment will be forfeited.

Arrive for lessons with music and notebook, nails trimmed, hands washed, ready to start! I want to have every minute with you! Feel free to arrive 10 minutes early to if you need to use the restroom, or would like to observe any part of the lesson before yours. Show yourself in and please be very quiet. The other student is still working! Lessons will start and end on time.

We will take notes during your lesson so that you know what to practice during the week, or weeks if you choose biweekly lessons. Please be ready to play when you get here—no cellphone calls will be permitted during the lesson. This is your time to do what you enjoy and I will not allow any work problems or issues to interfere with your progress. Leave your work at the door!

You will receive a calendar for each month. There will be days you may not have work for vacation breaks or government holidays, but we may still have lessons. Please consult our schedule for these observances and other major holidays. If your family celebrates observances that are not on the calendar, please let me know so that we can make adjustments. In case of bad weather, use your discretion. If travel seems impossible, we will not have lessons. If schools are still in session, lessons are still in session.

Payment:.

 Payments are due monthly during the first week of lessons. Please place a check in the envelope with your name on it. Late payments will be accessed a $30 dollar late fee. Please pay on time! Please refer to the card inside your envelope for the correct amount. Not all months will be the same price. If you would like receipts for your yearly lessons for tax purposes, please notify me in January.

Instrument:

 We will work together to find you the best instrument possible. Please refer to harp help sheet.

 You will not be required to move your harp to individual lessons, except for the lesson week prior to performance. Therefore you are in charge of maintaining your instrument throughout the rest of the year. You must tune your instrument **everyday**! This may seem a daunting task initially, but it will soon take you less than 15 minutes and trust me it pays off. If you tune your instrument every day for the first month of lessons, the strings will begin to start holding tune and you will only need to make minor adjustments. It is imperative for your aural development that you play on a tuned instrument!

Practice Policies:

 You must play everyday—even if it is only for a few minutes! This will help you to maintain technique and repertoire. Without regular practice you will not excel. I do not base practice on time, but on content. Each practice session must contain repertoire review and warm-ups, working material and assignments from the lesson, and work on new pieces. Make sure the assignments I give during the lessons get the work at home! This is for your benefit! Always come to the harp with a positive attitude and don’t allow anyone/anything to be a distraction. This is your time! Come to your lessons well prepared.

 Make harp music a part of your pleasure listening, especially the music you are working on. This is an essential component in your learning. Do a combination of active and passive listening. Passive meaning, you play the CD while you are readying yourself for the day, cleaning, reading a book, driving to work, or making dinner. Active meaning you are sitting down looking at the music score and listening.

 You will have opportunities to perform throughout the year. This is not a pressure situation, but a chance for you to share with others what you are working on. Prepare by creating opportunities to perform at home for friends or family. Feel free to bring a friend to your lesson anytime to get practice playing for other people and show them what you are working on.

**Lesson Policy Agreement:**

As the teacher, I understand that Nikki Lemire reserves the right to dismiss any student should they not abide by the standards set forth by this policy. Therefore, I agree to the following:

I have read the lesson policy and understand what is expected of me.

I will make it a priority to attend every lesson.

I will make timely payments.

I will consult the calendar often.

I am prepared to be an active student and will listen and follow assignments given by my teacher.

I will leave my work and other issues out of the lesson.

I will make mistakes and I will encourage myself to keep working.

I will be positive and remember that this is my time to do what I enjoy.

I will create a home environment conducive to my learning and enjoyment of the harp.

I will be open and talk to my teacher about any difficulties with the harp and with my lessons.

I am ready and committed to learning to play the harp!

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Emergency contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_