



## Beachside Music Lessons & Therapy

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Dear Students & Families,

Thank you for your interest in Beachside Music Lessons & Therapy. We are excited to provide quality music lessons and music therapy services in your home each week! We take great pride in our studio being a rich musical environment for all ages and abilities to learn and grow through music.

Included you will find our policy information, tuition rates, and payment methods. We are excited to offer monthly tuition auto-withdrawal, as it helps busy families like you set it and forget it. Our goal is to make working with Beachside Music Lessons and Therapy as easy as possible. Providing this service is just one small task we can take off your plate.

Once you have read this policy handbook in its entirety, please complete the agreement form via our website ([www.beachsidemusiclessons.com/agreement](http://www.beachsidemusiclessons.com/agreement)).

Beachside Music prides itself on being a locally owned company, and we feel our services provide the personal attention you deserve. We do the majority of our communication via email to reduce our carbon footprint and lessen the amount of paper on your end.

Music lessons and music therapy provide quality learning and growing experiences -- gifts that will last a lifetime. We are confident that you will find Beachside Music Lessons and Therapy to be a trusted partner in your musical journey. If you have any questions, we look forward to hearing from you. Thank you for your interest in Beachside Music.

Sincerely,

*Ashlee Hughes*

Owner, Beachside Music Lessons & Therapy

[ashlee@beachsidemusiclessons.com](mailto:ashlee@beachsidemusiclessons.com)

## **Our Responsibilities & Values**

We are honored that you have chosen to pursue musical studies and/or benefit from music therapy services at Beachside Music Lessons & Therapy. We take our responsibilities to you very seriously, and strive to provide only the highest quality services to ensure that the well-being and growth of our clients remains our top priority. We affirm the individual worth of each person and treat all people with respect, integrity, and dignity. We work to empower people to be their best and excel in all domains. We collaborate with all employees, personnel, health-care professionals, teachers, leaders, and parents to utilize the talents and creativity of all persons while providing the unique care each individual client deserves.

## **Location: In Your Home**

Beachside Music is proud to be the only music school in the area to provide quality music lessons and therapy in the convenience and comfort of your own home.

## **New Student Intake & Scheduling**

Students may enroll for lessons or music therapy at any time, based on availability. We reserve your student's space with the understanding that we will have a lesson or session each week at that time. If a permanent/recurring conflict arises with this designated time, please feel free to contact us to discuss alternate arrangements. We are happy to work with you to ensure a weekly lesson/session time that complements both of our schedules.

## **Studio Membership**

Every student and client is a member of the Beachside Music Lessons & Therapy studio. Studio members not only attend regular lessons or music therapy sessions, but also have access to special events including recitals, festival performances, social gatherings, etc.

## **Tuition**

Rather than charging per individual lesson or session, studio members pay a monthly tuition fee. Our services include so much more than the time spent with students/clients directly.

Tuition covers all of the following:

- Preparation time
- Lesson or session time
- Communication with parents/families
- Documentation of services
- Development of teaching/therapy materials
- Instructor training and experience
- Special event costs and preparation
- Professional association membership
- Music books, downloads and materials
- Continuing education
- Certification costs
- Studio expenses

*Please understand that the tuition you pay reserves an exclusive weekly time in our studio schedule. We cannot refill that time nor can we create extra teaching time in which to provide services.*

## **Tuition Rates & Payment**

### **In Home Rates:**

- **30-minute lessons.....\$170/month**
- **60-minute lessons.....\$250/month**
- **30-minute MT sessions.....\$210/month**
- **60-minute MT sessions.....\$290/month**

### **Monthly Payment:**

Beachside Music Lessons & Therapy uses My Music Staff to assist our studio with online billing. Families will receive their monthly tuition invoice on the first of the month. Families have two payment options, a.) Enroll in auto-pay with your banking information. The invoice will be automatically paid on the first when the invoice is emailed. b.) Family will be responsible to render payment prior to the first scheduled lesson. If payment does not occur within three days of the first lesson (day of lesson plus two days) a \$30 late fee will be added to the invoice. If payment is not made prior to the second scheduled lesson, an additional \$30 late fee will be added and music services will be suspended until the account balance is resolved.

These rates are lower than what you would pay on a “per lesson/session” basis, as they take into account that everyone, instructors included, encounters illness and goes out of town occasionally. Current tuition rates are based on our history of average student attendance of lessons/sessions and account for several absences throughout the year. Though the payments occur monthly, they do not reflect a certain number of lessons or sessions per month. Please bear in mind that some months will contain an extra week for which there is no additional charge. It is highly recommended that you attend regularly during these months, helping you to compensate for any lessons/sessions you may miss throughout the year. Because several absences are built into our tuition model and our teachers have dense schedules with specific time slots allotted for each individual, makeup lessons or opportunities to reschedule sessions are not generally offered or available.

## **Student Cancellations**

Each instructor makes his or her living by teaching lessons and/or providing music therapy services, and holds a time slot for you. If you cancel your lesson/session or are not present for your scheduled time, the instructor is not able to make up that lost income. One of the reasons we implement a tuition model is in respect of our instructors’ time and occupation. Each instructor is dedicated to his or her work and loves to share the gift of music. As a courtesy to your teacher, please be sure to cancel any lessons at least two hours prior to start time, but preferably with as much notice as possible. While we understand that situations may arise which cause students to miss lessons/sessions from time to time, payment credit will not be given,

regardless of the reason. Absences are built into our tuition model and our teachers have dense schedules with specific time slots allotted for each individual. For these reasons, makeup lessons or opportunities to reschedule sessions are not generally offered or available. It is at the discretion of the instructor to provide makeup opportunities based on their availability.

### **Instructor Cancellations**

Instructors are dedicated to providing weekly lessons/session to each individual within their home. On occasion, instructors may cancel lessons due to an illness, vacation, continuing education experience, conference, or other extenuating circumstances. Because absences are built into the tuition model, instructors are not required to make up lessons but have the option to reschedule sessions when possible.

### **Leave of Absence**

If your student(s) will be absent for more than four consecutive weeks (sports conflicts, summer vacation, etc.) a deposit equal to half a month's tuition for each month he or she will be absent is required to reserve the lesson time. Payment is non-refundable and is due before the leave of absence occurs. If tuition is not received or payment is refused, we cannot guarantee your spot will be available when you return to lessons as new students register on a daily basis.

### **Termination of Services**

Should you decide to discontinue lessons or music therapy services, we ask for 1 month of advance notice. If less than 1 month of notice is given, we do charge full tuition for the entirety of the current month.

### **Sickness**

If your child is sick and/or has missed school due to illness or not feeling well, do not send them to lessons/sessions. Music lessons and therapy sessions are very hands-on activities where the spread of germs by touching instruments or being in close contact with other individuals can easily cause illness. Please keep in mind that we work with many very young children who are more susceptible to illness. If a student is contagiously ill but feels well enough to play, having a lesson via Skype or FaceTime is a viable option if agreed upon by the instructor.

### **Inclement Weather**

If the roads are impassable due to weather, please do not risk your own well-being to attend lessons. Your safety is our priority. Please use your best judgement when deciding whether to attend lessons during inclement weather. If your instructor is not able to be at lessons due to the weather they will contact you as soon as possible.

### **Special Events**

Each year, Beachside Music Lessons & Therapy hosts events for all students/clients to participate in. These events serve as opportunities for students to expand and enhance their skill sets, gain performance experience, acquire feedback from other instructors, and engage with other students/clients at Beachside Music. Dates for any events or performance

opportunities will be regularly shared with studio members via our Facebook Group, Beachside Music Lessons & Therapy- Parents and Students. Students and clients of all ages and abilities are encouraged to share what they have been working on in a performance style setting. All students are encouraged to participate in recital performances though participation is not required. Media Release Photos of students and video/audio recordings of student projects and performances may be posted online and used by the instructor for promotional and workshop materials. Identifying information will be excluded or limited to first names only. Parents wishing to exempt their students from any published media may do so on the agreement form.

### **Communication**

The best way to contact your instructor is via email, which will be promptly returned with an email reply or phone call. Instructors always welcome emails or text messages from students during the week if they have questions regarding their assignments or other matters.

We love keeping you up-to-date with studio happenings! Below are the ways in which we can stay in touch outside of your lesson/session time.

- **Studio Website:** Visit [beachsidemusiclessons.com](http://beachsidemusiclessons.com) to find these studio policies, special events, and more.
- **Facebook Page:** Find us on Facebook ([facebook.com/beachsidemusic](https://facebook.com/beachsidemusic)) where we share announcements, photos, videos, and more.
- **Student & Parent Facebook Group:** Please join us on our students and parents group to stay up to date on performance opportunities and other community events. ([bit.ly/2xaQZHj](https://bit.ly/2xaQZHj))