

Friday,
August 12, 2011

Your child _____ has been scheduled for the following private lessons:

By signing this contract, I agree to the following: (Please initial each bulleted paragraph below and return to the SEP studio)

_____ **Private lessons are a year long commitment.** Students are scheduled for weekly lessons on the date and time agreed to by Sabrina and each family. Day and times listed above. Tuition for these lessons are due on the first of each month and must be mailed to 153 South Main Street or dropped off in the studios tuition box by the first of each month. Tuition is based off of the selection of teacher, the length of the lesson and the day of the week the lesson is taken. (See tuition chart for details) Monthly tuition is calculated based on the weekly fee, times the number of lessons based on the scheduled day of the week. (These differ depending on the day of the week that the lesson is scheduled) This total is then divided equally amongst the number of months in the school year.

_____ **Tuition for classes here at SEP** will be billed twice each semester. Once at registration and the other mid-way through the scheduled class semester. The same will apply to 101 Dalmations and Once On this Island ensembles.

_____ **A valid credit card must be kept on file with the SEP business office.** This card would only be charged if the account becomes delinquent. All credit card information will remain secure by the SEP Business Manager and will be shredded at the end of the school year.

_____ **Tuition payments are due on the first of every month.** If the payments are more than 15 days late your credit card will be charged and a \$15.00 late fee will be accessed. If a payment becomes delinquent by 30 days the SEP staff can no longer continue lessons until the bill is paid and brought up to date. There will be no makeup lessons for those missed due to delinquencies.

_____ **Each student is responsible for being on time for their lessons.** It is understood that if a student arrives late that the lesson will end at the scheduled time. The time missed will not be made up.

_____ We have revised our **makeup policy** which enables the SEP office to keep accurate records on cancellations and also gives our students a greater amount of opportunities to make up lessons missed due to conflicts throughout the school year. If a student is to be absent they are required to call the cancellation line at the SEP studio and report this absence. (203-304-1235 Ext. 13) The office will record this absence and notate that the student is eligible for a make-up. If a student does not call to inform us of the absence it is considered a no show and the lesson will not be eligible for a make up. The SEP staff will post each teachers schedule on the web site and update it daily as openings become available due to cancellations. It is the responsibility of each family to go onto the web site and sign up for open times if they are due a makeup lesson. It is not guaranteed that they would get the same teacher but each student has the opportunity to make up however many lessons they have missed as long as they are proactive about signing up for open times.

_____ **All students are required to come to lessons with a three ringed binder.** After every lesson the teacher will copy the music that the student has worked on for them to insert in their binder. The student will, after the lessons are complete have an established repetoir binder. In addition all students will be given the opportunity throughout the semesters to record their progress here at the studio and bring home a CD to enjoy and critique their progress.

_____ **All students agree to help keep our studio clean and free of garbage.** This simply means to be respectful and throw garbage out if eating here at the studio.

_____ **The single best source for current information is the SEP website.** Information about cancellations, policies, upcoming events,auditions and schedules are posted as soon as they become available. Please check the web site frequently. Although the SEP staff would love to speak with everyone on a personal level it is becoming increasingly impossible to return all phone calls and E MAils on a daily basis for simple questions that can be answered by reading the information on the web site. We would much rather spend the time teaching and developing great curriculumms for the children. Of course if information that you are seeking cannot be found on the web site we welcome your calls and E Mails.

_____ Please double and triple check that the E Mail address that you are providing with your registration is correct. This is the way we communicate with our families and have often had problems due to the fact that E Mails have not been written down correctly and/or legibly.

_____ **Any parent can always request a meeting with a teacher to discuss their child's progress or a concern they might have.** Please contact the office and an arrangement will be made for that conference. Please however refrain from a detailed conversation with a teacher before or after the lesson time as it often takes away from the next child's lesson time.

_____ **For those students taking classes here at SEP please remember that appropriate rehearsal attire is required.** For the classes comfortable clothing that the child can move in is appropriate and shoes appropriate for the activity. No flip flops or boots allowed on the rehearsal floor. If a student is taking a dance class the teacher will review their dress/hair requirement prior to the first class via an e mail.

We are looking forward to a great year ahead. Enjoy the rest of your summer!!

Sabrina