

[Link to calendar](https://squareup.com/appointments/book/07GPKHDC27FZG/sabrina-s-encore-productions-llc-newtown-ct)

<https://squareup.com/appointments/book/07GPKHDC27FZG/sabrina-s-encore-productions-llc-newtown-ct>

Please save this link as you will be using it to schedule, reschedule and cancel your lessons.

You can use the same log in information to your account if you have previously taken lessons at SEP. If not you will have to create new log in information.

Please use the above tool to schedule and cancel ALL lessons. It is the best way for both myself and the client to keep track of lessons taken, and cancelled and therefore accurately keeping track of the number of eligible make-ups needed.

Please read all items below carefully as they pertain to the scheduling and cancellations of lessons.

1. There are 36 lessons available to you from mid September thru mid June

2. If you need to cancel a lesson you must do it thru this system. Sabrina will only cancel the lessons with shorter than 24 hours notice if a student is ill. (These can be made up) Please try and remember to cancel ahead of time if you have another conflict. That way the space can be used by someone else and you are then eligible for a make-up. No make-ups for no shows.

3. It is strongly recommended that if you know you are going to have a busy season you should try to schedule some additional lessons during your slower periods. Show time in the spring is always busy for all so we have to anticipate this and try to schedule some lessons during our slower periods. The system will keep track of the number of lessons for everyones convenience.

4. A copy of this letter will be posted on my website under private lessons for your future convenience.

5. There will be some open Sunday afternoons on the calendar. These dates are ONLY TO BE USED FOR MAKE-UPS.