



Studio Policies

Thank you for choosing C J HARVEY STUDIOS. My mission is to provide students with the best quality lessons and recording services. I value the importance of a positive relationship between teacher and student/parent, while maintaining professionalism. My hope is that students will enjoy lessons and feel that I am not only a teacher, but also a mentor and friend. I encourage students to persevere to become more versatile musicians and I support them in any way I can. I feel that music should be an expressive outlet for those who love it, and I guarantee an enjoyable experience where students are encouraged to strive to reach their full potential. Listed below are my policies concerning payment, make up lessons, Holidays etc. Please read them thoroughly, print and sign a copy and bring it with you to your first lesson for me to keep on file and keep a copy for your records.

Cancellations and Make up lessons

When cancelling a lesson, you must give 24 hours notice via phone call or written notice. By failing to give 24 hours notice you understand that your lesson is forfeited and credit or reimbursement will not be given. You may email or text as an acceptable form of written notice.

Written notice is required for all rescheduled or canceled lessons even if verbal notice is given in person.

In the case that I need to reschedule a lesson advanced notice will be given and a make up lesson will be scheduled. If a make-up date cannot be agreed upon you will be credited toward the following month. In the case of a personal emergency I will always contact you as soon as possible via e-mail and/or cell phone.

If you need to leave a lesson early for another engagement or obligation you may do so at your own expense; partial payment will not be refunded or credited toward the next month.

When scheduling a make up a lesson another day/time may be agreed upon or if time permits it can be added to the lesson the following week i.e. your day and time is Wednesday from 2:00-2:30. You may make up a lesson by adding another 30 minute lesson from 2:30-3:00 on the same day. (if time permits)

*Please note that this means you will pay the price of the time slot that is missed.

i.e. If two 30 minute lessons are doubled on the same day, one of them is a rescheduled lesson, therefore the price of two 30 minute lessons is required.

Late Arrivals

Please arrive promptly as lessons cannot exceed the designated time slot. For example: if a 30 minute lesson is scheduled for 2:00 it must end promptly at 2:30. Regardless of late arrival, time must not overlap or interfere with the next student's lesson. Please send a text if you are going to be late, or if pick up time is hindered by traffic etc. As a courtesy, please text me if you are early to avoid interrupting the current lesson in progress as we may be recording which will be interrupted by knocking.

If I am responsible for a delayed start time you will be provided with the full lesson time.

Holidays and Inclement Weather

If your lesson occurs on a major Religious or Federal Holiday it can be rescheduled but you are not required to. If you make a full payment that month the lesson will be credited toward the next month.

Monthly lessons between June and August are suspended to allow flexibility for vacation and summer travels. However, if a lesson or lessons are scheduled, you understand that you must adhere to the standing policies concerning cancellations, lateness and payment.

In the case of inclement weather, a make-up lesson will be offered or the lesson will be credited toward the next month.

Parent Involvement

Parents may occasionally sit in on a lesson for updates on progress etc. Consistent drop-ins may be distracting or give added pressure to perform, thus derailing the lesson.

Please encourage practice at least 30 minutes per day. Use positive affirmations to support them, even if it sounds like they have work to do. Remember that they are learning new techniques that are challenging so it will take practice to master them. *Your attitude toward your child's music and studies helps to mold his/her self-esteem as well as their musical likes and dislikes. Please encourage them to approach their lessons and practice with an open mind.*

Payment

All payments are to be made monthly upfront. Payment is expected on or by the first lesson of the month. A penalty fee of \$30 will be charged for late payments. C J Harvey STUDIOS will accept Cash, Check or Credit as payment and now accepts online payments at <https://www.singwithcarly.com/>

Please make checks payable to C J HARVEY STUDIOS or CARYL HARVEY. Visa, Master Card, American Express and Discover are accepted.

*Other acceptable forms of payment are PayPal and Venmo.

Lessons

First time lessons are offered to students who have not had any prior lessons with me and are not required to commit to paying for a monthly package. The day and time of the "First Time Lesson" may become the desired permanent slot, however it is not promised.

Pay Per lesson packages are offered only during the summer and the months of November and December to allow for flexibility during Holidays. You are entitled to your regular day and time but they may be altered if needed.

a La Carte packages are offered to adult students who have worked with me previously but have schedules will not allow for consecutive lessons. These may be paid per lesson however a date and time is not entitled and lessons are on an as available basis.

Regular Lessons are offered in monthly packages for 1 hour or 30mins. Payment is required upfront on or by the first lesson of the month. Prices vary depending on how many lesson days there are in a particular month. Please see the rates listed below to determine what your payments should be. When you pay monthly for a regular lesson package you are entitled to a specific day and time every week. Your given time slot is not available for anyone other than you. If you do not agree to monthly payments for regular lessons your desired time slot cannot be reserved.

Rates

Single Lessons

Monthly Packages

-30 Minute Lesson - \$45

-30 Minute (4 Weeks) \$180 (5 Weeks) \$225

-1 Hour Lesson - \$70

-1 Hour (4 Weeks) \$280 (5 Weeks) \$350

By signing below, I acknowledge that I fully understand and agree to the policies and practices of C. J. Harvey Studios. I also understand that failing to adhere to these policies may result in termination of my lessons.

Print Student Name: _____

Student Signature: _____
(only if student is over 18)

Date: __/__/__

Parent/Guardian Signature: _____

Date: __/__/__