



POLICIES

SEPTEMBER 2021

TEACHING PROGRAM

Maestro Makers offers a full year program of in-home and virtual lessons to develop and maintain the skills of its students through mentorship by its professional instructors. The program is organized into three Trimesters.

Trimester 1: September 1, 2021 – December 18, 2021

Trimester 2: Jan 4, 2022 – May 28, 2022

Trimester 3: (Summer Trimester) June 1, 2022 – August 31, 2022

In order to accommodate other possible commitments, the Summer Trimester is at the discretion of the teachers. While most teachers offer student instruction throughout the summer, requirements for lessons vary by instructor.

In order to provide time for the teacher to adjust his/her schedule, once a student has enrolled in the program, 14 days written notice to Maestro Makers is required to withdraw from the program; the student will be charged for lessons during that period.

Please note: it is not sufficient to provide notice to your instructor alone.

PAYMENT POLICY

Lessons are scheduled on a **weekly basis**, unless other arrangements are made with both Maestro Makers and your instructor.

For 9/1/2021 – 8/31/2022, lessons will be invoiced in the following way:

- Invoices will be emailed to students on the **1st** of each month for any lessons taken within the previous month.
- Payment is due by the **7th** of each month. Payments can be made with a major credit card, or direct to checking account using ACH.
- Checks and cash are not accepted. **A late charge of \$15** will be assessed if payment is made after the 7th of the month.
- To avoid additional fees, and for your convenience, **automatic payments are strongly encouraged**. To learn more and enroll, please contact Matthew at (262) 305-1607.
- Teachers are not authorized to accept payment directly from students or parents in any way.
- Please contact Maestro Makers if you feel there is an error with any billing.

CURRENT RATES

30 min = \$36 | 45 min = \$50 | Two 30 min lessons, or one 60 min lesson = \$66

CONTINUED



CANCELLATION POLICY

Please note that cancellations are subject to limits.

Per standard industry practice, cancellations occurring the same day as the scheduled lesson will be charged, unless rescheduled. Please note that rescheduled lessons are not guaranteed and are dependent upon your instructor's availability and discretion.

Excessive cancellations or requests for an alternate time may result in losing your reserved time slot in the schedule.

Lessons will not be scheduled or charged on major holidays. Individual teacher policies may vary regarding lessons during the Thanksgiving Holiday weekend, Memorial Day weekend, and Labor Day weekend.

Lessons missed by teachers will not be charged, unless rescheduled.

MISCELLANEOUS POLICIES

A parent, guardian, or other responsible adult **must** be in the home when lessons are being provided to any student under the age of sixteen. In order to provide the best environment for teaching and learning, please limit undue or excess noise and disturbances.

In-home lessons are offered at the discretion and precautions of students and instructors. Maestro Makers cares about its students and instructors but cannot be held responsible for health related considerations. Virtual lessons are available for those who would rather learn remotely.