



## POLICIES

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### TEACHING PROGRAM

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Maestro Makers offers a year-round program of in-home lessons to develop and maintain the skills of its students through mentoring by its professional music instructors.

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

Once a student has enrolled for lessons, 14 days written notice is required to withdraw from the program. That is in order to provide time for the teacher to adjust their schedule. The student will be charged for lessons during that period.

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### PAYMENT POLICY

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Lessons are scheduled on a **weekly basis**.

Invoiced in the following way:

- Invoices will be emailed to students on the **1st of each month** for any lessons provided within the previous month.
- Payment is required by the **7th of the month**. Payments can be made conveniently with a major credit card, or direct to checking account using ACH. ACH is the preferred method. Checks and cash are not accepted. **A late charge of \$20** will be assessed if payment is made after the due date.
- 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 us if you feel there is an error with any billing.



## POLICIES

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### CANCELLATIONS

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#### **Please note that cancellations are subject to limits.**

It is expected that lessons happen on a determined weekly schedule. Students hold a unique position in their instructor's schedule. Consistency is important, and appreciated.

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

Excessive cancellations or requests for alternate lesson times 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

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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.

#### CURRENT RATES - **WISCONSIN\***

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

#### CURRENT RATES - **COLORADO\***

30 min = \$42 | 45 min = \$57 | Two 30 min lessons, or one 60 min lesson = \$72

\*Rate are subject to change. If that should happen at any point, advanced notice would be provided prior to any billings.

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