



# MANIFOLD MELODIES

*Through the spirit and charm of music,  
the spirit of man is uplifted. - 'Abdu'l-Bahá*

## STUDIO POLICY\*

Teacher's Name: Lorraine Manifold  
Home Phone: 847-224-9996  
Email address: Lorraine@ManifoldMelodies.com  
Studio Address: 920 N. Washington Ave, Park Ridge, IL 60068

### Fees

You may pay for your lessons monthly (at the first lesson of each month), or weekly. If paying by check, please make checks payable to: Lorraine Manifold.

Private lessons last 30, 45 or 60 minutes long. The cost per lesson is the following:

30 min: \$28 • 45 min: \$42 • 60 min: \$55

Travel (within 7 miles): add \$5.00

### Recitals, competitions or other events.

I will organize two recitals a year - one in December and the other in the spring. Participation in recitals is completely optional, but strongly encouraged. Families are also invited to attend. If you participate in other activities offered by Manifold Melodies in addition to your private lessons, there may be an extra fee for which you will be responsible.

### Materials

Materials are not included in the lesson fee. Each student must bring a notepad or spiral notebook so that we can record what we've done during the lesson and write down what the student will need to practice for the next lesson and any homework assignments. Voice students are encouraged to bring a recording device.

### Schedule

Lessons will be given once a week. Lesson times are scheduled at the mutual agreement of teacher and student, subject to the availability of open lesson times.

### Punctuality

Your lesson time is yours, as you pay for it. If you are late, please understand that I cannot go over your time as I need to be punctual for the next student's lesson.

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\* This is a legally binding contract between the music teacher and the student (or parents).

**Parents present during lessons**

Parents are strongly encouraged to attend their child’s lessons. It is proven that a child will do better when parents are involved in the lesson and in the child’s practice. When you attend the lesson, you will know how to help your child play at home. Remember, children do not chose practice over play just as they do not chose broccoli over chocolate. To teach your child how to practice, you must practice WITH your child. This way, your child will love practicing as it will mean time spent with a parent. In a child’s eye, time spent playing alone is unpleasant time spent in solitude.

If you cannot stay, and need to drop your child off, please be punctual in returning to pick him/her up. If you are more than 10 minutes late, you will incur a charge equal to an extra 15 minutes (\$13.00).

\_\_\_\_\_ Initials

**Lesson Canceling Policy**

Twenty-four (24) hours notice is required if you cannot attend a lesson. If you are sick, or if there is an emergency, please notify me by 9 am the day of the lesson. No shows or last minute cancellations will not be made up and payment will be expected (or kept) for the missed lesson(s).

Only accepted cancellations can be made up, according to the student’s and teacher’s schedules. If The student has paid for a month’s lessons ahead of time, the fee for that missed lesson will be rolled over to pay for a lesson the following month. To cancel a lesson, you may contact me by telephone or by sending me an e-mail.

\_\_\_\_\_ Initials

**Terminating Lessons**

Should you wish to stop your lessons, I require a minimum two-week notice. This means that you will be responsible for paying for your lessons two weeks after that notice has been given even if you do not attend those lessons.

**Amendments**

This policy may be amended occasionally as needed. In such event, students will be notified of such amendmets by e-mail or letter, or notified orally that they have been posted on Manifold Melodies’ web site at least two weeks prior to the effective date of the amendmets. All these forms of notification shall be considered valid and binding on both parties.

This policy is available online at [www.ManifoldMelodies.com/docs/studio\\_policy.pdf](http://www.ManifoldMelodies.com/docs/studio_policy.pdf)

**Signatures**

I acknowledge receiving, understanding the policy and agree to its provisions.

\_\_\_\_\_  
Student’s Name (printed)

Date: \_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Student’s Signature (or parent’s)

\_\_\_\_\_  
Lorraine Manifold’s Signature