

Lesson Policy and Helpful Information

Payment is due by the first lesson of each month. Invoices will be sent home via e-mail before their due date. Should there be any problems with dates or times for a particular lesson it is advised that you try and reschedule it immediately rather than waiting til the last minute. Lesson fees are as follows:

- \$20.00 ½ class period
- \$23.00 ½ hour
- \$33.00 45 min
- \$43.00 1 hour lesson
- \$10.00 late payment fee ~charged when payment is received after the due date.

Canceled/Missed lessons:

If you must cancel a lesson please contact us no later than 48 hours in advance. Barring extenuating circumstances, we do not give refunds or make up lessons for no shows. By calling 48 hours in advance you give us the chance to rearrange the lesson schedule that day to accommodate time. Acceptable reasons for being unable to make a lesson are as follow: illness, school-sponsored trips, or other legitimate reasons which have been discussed and ok'd by us in advance. If we are unable to keep a lesson time, we will gladly provide a make up lesson or issue a refund if rescheduling is not possible. Once the lesson schedule for the year is set, we will provide you a list of all students in your area, their time, and contact numbers. Should you need to reschedule a lesson you are encouraged to first contact other students and try to trade lesson times. If you have no success with trading times please call to see if we can work out an alternative date/time. Should you need to reach us and we are already at school teaching, or not at my home number please feel free to call our cell phones. We check messages regularly throughout the day.

Expectations:

Students are expected to PRACTICE for each and every lesson. In order for the lesson to be beneficial and worth your time as well as ours, this is essential. It is expected that every student practice a minimum of 30 minutes a day. For more advanced students the practice time should be increased accordingly. As with any skill in life, the more you practice the faster your progress will be. It is, however, important for the student to use his/her practice time efficiently, quality over quantity. It is much better to have a solid 30 minutes a day of good concentrated practice verses an hour of unfocused, distracted practice. During lessons we will work with each student on practice techniques, as well as assign various etudes, exercises, and solo rep.

Additional Information:

Students are required to purchase various etude and exercise books, and sheet music and recordings for solo repertoires they are working on. In addition to music, students are required to have a **working metronome and tuner**. Below is the contact information for The Woodwind Brasswind, where music and other instrument needs can be purchased. The Robert King Music Catalog Co.'s web site is also listed. This is a great place to buy the necessary books and solo music. They are a mail order service that deals only in brass literature. You can reach them by web or mail only.

Robert King Music Catalog Co.
www.rkingmusic.com

The Woodwind Brasswind
www.wwbw.com

Please return the bottom portion, signed, with your student on their first lesson.

Mary Jo Neher, 773.255.5097 ~ Mick Laymon, 773.255.5694
www.polykromesolutions.com
2433 W. Berteau Ave, 3rd floor
Chicago, Il 60618

I have read Mrs. Neher's / Mr. Laymon's lesson policy and understand what my responsibilities are financially as well as what the expectations are for each of my lessons, i.e. practice and bringing proper material to each and every lesson.

Student _____ Date _____

Parent/Guardian _____ Date _____

E-mail address _____