



Lesson Policies & Agreement – Updated June 29, 2020

General Lesson & Policy Information:

- Lessons are a 30 minute session of one on one private instruction.
- Lessons maybe held on-site at Ellis County Music Center (ECMC), or taken via Video Call.
- The lessons are held on a regularly set day and time. For example, if a student is scheduled for a lesson on Monday at 3:30pm, then the subsequent lessons will be held every Monday at 3:30pm.
- Lessons are on a month-to-month basis with no long term commitment required.
- The cost of each lesson is \$25.
- A registration fee of \$25 is required to reserve a lesson time.
- A one-month notice of termination is required in writing for canceling lessons. Those students that do not cancel without providing a one-month notice will be charged \$25.
- Parents, guardians or care-takers are expected to be on campus with students under the age of 16 and are responsible for their actions while at Ellis County Music Center. Students are expected to have transportation immediately available at the end of their lesson time. Parents are responsible for ensuring that students depart from Ellis County Music Center with the appropriate adult, guardian or care-taker.
- Students will be expected to have their instrument and supplies on their first lesson. Instruments and supplies are not provided with lessons. Piano students are expected to have either a keyboard or piano at home for practice. Instruments and supplies are available for purchase at Ellis County Music Center.
- Ellis County Music Center reserves the right to modify and/or change this policy at any time.

Payment of Tuition:

- Auto draft payments are required for lessons with Ellis County Music Center.
- The full monthly tuition will be drafted on the 1st of each month (or next business day). (Note: some months the student may have more than 4 lessons. For example, there may be 5 Mondays in a particular month, etc.)
- A \$10 late fee will be added for any student whose payment is late. This includes auto draft payments that have been declined.

COVID-19 Notice and Other Contagious Illnesses:

By taking on-site lessons at Ellis County Music Center you are acknowledging that an inherent risk of exposure to COVID-19 and other Contagious Illnesses exists in any public place where people are present. By attending onsite lessons and/or events, you and any guests voluntarily assume all risks related to exposure to COVID-19 and other Contagious Illnesses and agree not to hold Ellis County Music Center or any of their affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness or injury.

To help prevent the spread of COVID-19 Students and Lesson Instructors will be asked to wear face masks during onsite lessons.

Video Call Lessons:

As an alternative to on-site lessons students may choose to receive Video Call Lessons. All policies regarding onsite lessons (as applicable) will be applied to Video Call Lessons including the absence policies outlined below. Students/Parents and Lesson Instructors must agree upon a video call platform such Google Duo, Face Time, Skype, etc. Students/Parents and Lesson Instructors must ensure that their respective video call background environment is family friendly and free from distraction. Students that have a continued problem with internet connection may forfeit the option of Video Calls until a more reliable connection can be established. Report of any Student/Parent having an inappropriate setting for video call lessons will result in immediate termination of lessons without refund. Ellis County Music Center reserves the right to define "inappropriate" at its own discretion. However, in general, inappropriate would likely be defined as any setting that would not be generally considered family friendly.

Absences/ Make up Lessons:

- Inform Ellis County Music Center (ECMC), not only the instructor, as soon as possible if the student will not be present for the lesson. This informs ECMC of your intention to continue with the lessons.
- **If the student is not present at the lesson (eg., event conflict, forgot lesson, sick etc.) payment for the missed lesson is still required.** The only exclusions to this are detailed in the Vacation/Sickness/Holiday section below.
- **(Students with Accounts Past Due) If students are absent two weeks in a row with no notification to ECMC and their account has become past due, they will be automatically dropped from the lessons program, forfeit their lesson time, and be charged a one time fee of \$60 to cover both lesson expenses and late fee. (Failure to pay these expenses will result in the student not being eligible for future lessons with ECMC until they are paid.)**
- **(Students with Current Account) If the student is absent two weeks in a row with no notification to ECMC they will be automatically dropped from the lessons program after their payments have been used and forfeit their lesson time.**
- Make-up lessons can be scheduled for an additional \$25 charge and are subject to availability.

Vacation/Sickness/Holiday:

- **Students have the option to take two total days for *vacation or sickness* per calendar year.** This time is in addition to the Holiday Absence Allowances listed below under the Holiday section.

Sickness -

The Sickness policy is made to better allow and encourage students who are feeling ill to remain resting at home. This makes a path for students that are sick to miss a scheduled lesson without

penalty. Note that a maximum of 2 combined excused absences will be allowed per calendar month (either holiday or sick/vacation days).

Students not feeling well will be instructed to stay at home. Additionally, we will require students attending lessons to be without fever for 24 hours before coming to our facility. Students that exhibit signs of illness will be asked to go home, and will be charged for the lesson time scheduled. Lesson Instructors at Ellis County Music Center may choose, at their discretion, to take the temperature of any student receiving on-site lessons. Please note that students using vacation days due to sickness will be expected to notify the store of the forthcoming absence at least 3 hours prior to their scheduled lesson time by sending us a written message through our website at <https://www.elliscountymusiccenter.com/locationcontact>. With respect for our instructors, their time, and means of income, students that do not contact our facility will be charged for the lesson time. We encourage both staff and students to thoroughly wash their hands when at our facility.

Vacation -

Students will not be charged for the two vacation days if scheduled at least one week prior. The student/parent must notify ECMC of the vacation/holiday request in advance by sending us a written message through our website at <https://www.elliscountymusiccenter.com/locationcontact>. Note that a maximum of 2 combined excused absences will be allowed per calendar month (either holiday or sick/vacation days).

Holidays -

- Students may also choose to take holiday absence during the week of the following holidays: Christmas Eve, Christmas Day, New Years Day, Memorial Day, Labor Day, July 4th, Thanksgiving and Spring Break. Students will not be charged for the holiday if scheduled at least one week prior. The student/parent must notify ECMC of the vacation/holiday request in advance by sending us a written message through our website at <https://www.elliscountymusiccenter.com/locationcontact>. Note that a maximum of 2 combined excused absences will be allowed per calendar month (either holiday or sick/vacation days).

Store Closures & Instructor Absences -

- Anytime that Ellis County Music Center is closed and/or the student's lesson instructor is not available for the student's regularly scheduled lesson time then the student will not be charged. A make-up lesson maybe scheduled for these times if availability allows. If a make-up lesson is scheduled the student will be charged for the lesson as a part of the normal lessons fees.

Contact Information:

- It is extremely important that students/parents provide the best and most accurate contact information possible.

- Ellis County Music Center will contact the individual listed as the Primary Contact on the Lesson Account should there be an Instructor emergency. **The primary contact will be responsible for notifying anyone else who may be providing transportation for the student.**

- Student and/or parent/guardian agrees to allow Ellis County Music Center to contact them regarding lessons, sales, and promotions.