

Steph Davis

Private Studio Policy (Marimba)

Last Updated: May 2021

Studio Expectations

- Students are expected to practice regularly (every day for a minimum of 45 minutes). Although not required, I strongly encourage students to keep a practice journal.
- Students are expected to arrive on time to their lesson on time and with all required materials. This includes mallets, sheet music, and a pencil.
- Noise making devices should be set to vibrate, silenced, or turned off during lessons. If this is not possible, please communicate with me beforehand.

Lesson Materials

Students are strongly encouraged to purchase their own mallets. I am happy to recommend mallets to students. I will provide much of the music students will work on, but encourage students to explore repertoire choices on their own. If the student wishes to play a piece that I do not own, the student will be responsible for purchasing the sheet music for that piece of music.

Communication

For most communication, please email me at stephdavismusic@gmail.com. For more time sensitive communications (ie: last minute lesson cancellation, other emergency situations), please call or text me at (321) 440-7855.

Please check your email/phone regularly and reply to all correspondence within 48 hours. I will do the same.

Lesson Format

I offer both in-person and virtual lessons. In-person lessons are held at my residence in Allston, MA. Should my residence change, students will be notified no less than one month in advance of the change in their lesson location.

I hold virtual lessons via zoom. Zoom accounts are free to create here:

<https://zoom.us/> Should this virtual lesson platform change, students will be notified no less than two weeks in advance.

Pricing and Payment

Please contact me about rates.

Missed Lessons/Late Arrival/Teacher Cancellation

Scheduling conflicts happen. Communication in advance is key for navigating changes in lesson schedules. Students are expected to attend their lesson at their scheduled time unless communicated otherwise. Cancelled lessons will be rescheduled only upon request from the student. Refunds will not be issued for prepaid lessons that are cancelled by the student and not rescheduled within one week.

Students who repeatedly cancel lessons will receive a written warning via email. Should the student frequently cancel lessons, the student and I will have an in-person discussion at their next lesson. This discussion might involve the student's guardian, if necessary. Egregious and frequent cancellations will result in the student's expulsion from the studio.

Should a student arrive late to a lesson, they will only receive instruction for the remainder of their scheduled block of time. Lessons cut short due to the student's late arrival will not receive a partial refund.

Should I need to cancel a lesson, the student(s) affected will be notified and their lesson(s) will be rescheduled not more than 3 weeks from the original lesson date. If rescheduling is not possible, the student will receive a full refund for the cancelled lesson.

Inclement Weather

Both I and the student or applicable guardian may cancel a lesson due to inclement weather. The other party should be notified as early as possible. Lessons cancelled due to inclement weather will be rescheduled only upon request from the student. Students must request to reschedule their lesson within one week from the missed lesson. No refund will be issued for lessons that are not rescheduled.

Withdrawing From Lessons

Please communicate with me as soon as possible if you wish to withdraw from lessons. No refund will be issued for the remaining lessons during a prepaid month. In all cases, the student is encouraged to complete that month of lessons.

COVID-19 Safety Precautions

I offer virtual and in-person lessons. Students who choose to take lessons virtually must have access to a marimba during their lesson time.

The following safety precautions, per the U.S. CDC, are required of students who take lessons in person:

- Wear a face mask/covering over mouth and nose for the entirety of the lesson.
- Wash/sanitize hands before and after the lesson.
- Cover coughs and sneezes.
- Monitor your health daily. If you or someone in your immediate family feels sick, please stay home!

Signature

By signing below, the student, parent/guardian (if applicable), and private instructor agree to the terms of Steph Davis' Private Studio Policy. Parent/Guardian signature is required of all students under the age of 18.

Printed Name (Student)

Age (Student)

Signature (Student)

Date

Printed Name (Parent/Guardian, if applicable)

Signature (Parent/Guardian, if applicable)

Date

Printed Name (Private Instructor)

Signature (Private Instructor)

Date