

**Bill Aikens Oboe Studio**

Moss Performing Arts Center  
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Dear Parent or Guardian,

Thank you for committing your time and energy to your child's growth and development in music with the oboe. My hope is that together we can encourage and refine musical skills to better the enjoyment of all musical activities. If you ever feel you have any questions about your child's growth, or comments about their progress, please feel free to contact me. I am always available for communication.

Following are the **Policies and Procedures** I have for my studio.

**Fees and Payment:**

Each lesson is an individual session, and is paid for as one unit. Payment for all lessons and reeds are to be made in cash. Lessons are weekly and priced according to duration, the options of which are:

30 minutes - \$25  
60 minutes - \$50  
90 minutes - \$75

Payment is due monthly at the first lesson of each month, for the entire month. In most cases this will be four or five lessons. There are also occasions when holidays interfere with the schedule, so there may be only three to consider. Each month should be calculated and paid accordingly, in advance. If you would like to change the amount of time we spend together (to more or less), just communicate this to me and we will see what our schedules will allow.

**Reeds:**

I charge \$20.00 for an oboe reed and ask that you provide me with a week's notice to insure that I have time to provide your child with a quality product. The difference between a professional, handmade reed and a store bought reed is significant and will help your child to grow on his/her instrument.

**Scheduling, Attendance, Make-Ups and Cancellation Policies:**

There are two main scheduling blocks for the year: the school year, which is August through May, and summer (June and July). During the school year, once a lesson date and time is set, your consistent attendance is expected and you are responsible for all lessons that fall on your regularly scheduled time. Summer scheduling is much more flexible; students may sign up for the lessons that they choose and are only responsible for those lessons. In either case, payment is still due by month at the first lesson of the month.

If any lesson is missed, or needs rescheduling, all efforts should be made to reschedule that lesson in the month for which it has been paid. It is **your** responsibility to reschedule all make-up lessons.

There is a 24-hour cancellation/rescheduling policy in place. This will help me to plan my schedule and allow another individual to accommodate that time slot. If 24 hours is not given, or the student simply does not show, the lesson will not be made up and the fee will not be refunded.

If my schedule necessitates that I need to reschedule a lesson, your convenience will be my top priority in rescheduling.

**Discontinuation of Study**

If at any time you feel that you need to discontinue study for any reason, please try to provide me with at least two weeks' notice so that I may prepare the student to move on or not have lessons.

You have made a wonderful decision to invest in a musical education for your child. The benefits will enhance the quality of your child's life for many years to come. Please let me know if there is anything I can do to make this experience more enjoyable or productive for your family.