

ODA certificate number: _____

One Day Academy Piano Lesson Registration and Policies Form

Father's Name _____

Mother's Name _____

Home Phone _____

Father's Cell Phone _____

Mother's Cell Phone _____

Address _____

City/Zip _____

E-Mail _____ (essential)

Student's First Name _____ DOB _____ Age _____ Grade _____

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Student's First Name _____ DOB _____ Age _____ Grade _____

Available time between classes: Preference 1 _____

Preference 2 _____

I have read the policies and agree to follow them.

Parent's Signature _____ Date _____

Complete this form and mail it to: Jane Sutton
2430 Lavendale Ct
Austin, TX 78748

PLEASE READ CAREFULLY

Tuition, Fees and Payment:

Tuition: \$110.00/month/30 minute lessons \$160.00/month/45 minute lessons

Registration Fees: \$25.00/semester year/family (registration fees are **non-refundable**)

Books and materials: Varies based on each student's level

Payment is due in **advance** or **by the LAST lesson** of the **previous month**. For example, the due date for October tuition is the last lesson in September.

\$5.00 per week late fee will be assessed for late payment.

Tuition must be mailed and posted mark before or by the tuition due date if the students will be absent, please include late fee if it is mailed after the due date. Payment in cash or check is acceptable.

Mailing address: 2430 Lavendale Court
Austin, TX 78748

Termination of Lessons

Commitment for minimum of **one semester is required**.

Minimum 30 days notice is required for discontinuing lessons due to relocation.

Attendance and absences

Regular attendance at lessons is necessary and expected.

Notify Mrs. Sutton as soon as possible (preferably minimum **24 hours**) concerning absences. Make-up due to family vacation will only be based on teacher's availability.

Students' absences are nonrefundable.

Mrs. Sutton has **one day/year of absence** due to emergency/sickness **with no make-up**.

Preparation for lesson

Student must have a watch to know when to come to lesson (arrive 5 minute before assigned time: sit and wait outside), the lesson will **finish at the scheduled time**.

Finger nails must be **trimmed at all times** for piano playing (including practice time).

No gum chewing during lesson time.

Bring **all** piano books including assignment book to lesson.

Practice Time

Students must schedule a regular daily practice time. **Minimum of five practices** /week. Parents with children ages 10 or under need to supervise during their practice mainly to help with the practice instructions given from the assignment book.

Practice time needs to be **recorded** daily and **initialed** by parent in the assignment book.

Parent and Teacher Communication

For steady and effective progress, it is essential to have regular parent-teacher communication. Please feel free to call **512-797-7445** or email jwusutton@gmail.com Mrs. Sutton with any questions or concerns.