

Lesson Policy (2013/2014)

(Students of Monique Fink)

Schedules: Students should make an effort to arrive *five minutes early* for their lesson so that they can have their instrument out of the case, tuned and be ready to begin at the scheduled time. A student who arrives late will receive a short lesson. If you know you are going to be late, please let me know by calling: 250-419-2356. If I do not answer please leave a detailed message and I will be sure to check it. You may also call the front desk.

All scheduling is done at the front desk. If we agree on a schedule change ***please do not rely on me*** to change it. You must speak to Tracy at the front desk regarding all scheduling issues and or changes. You may also call ***Tracy at Long & McQuade at: 250-384-3620***

I will be at Long & McQuade the following days and times:

Monday: 1:00pm-8:00pm

Tuesdays: 1:00pm-8:00pm

Fridays: 1:00pm-7:00pm

Saturdays: 10:00am-2:00pm

Payment: Please make every effort to pay for the next month's lesson at the end of the current month or at the beginning of the new month. If you know you're going to be away at all during that month please let the front desk know as they bill monthly. You may also sign up for automatic payment. Please speak with the front desk if you wish to do this. **All payment and scheduling is done at the front desk.**

Lessons: I teach weekly lessons for either 30 minutes, 45 minutes or an hour. Bi-weekly lessons are on first come first serve basis. If you would like bi-weekly lessons you can call the front desk the week that you would like your lesson and schedule a lesson that works with your schedule. I can not hold these times weekly as I am very busy and would like those slots open to those who would like weekly lessons.

Cancellations: Students who need to cancel a lesson for any reason should contact the Long & McQuade Music Education Centre ***2 weeks*** prior to the lesson. You must contact the school as soon as you know you can't make it to your lesson. Contacting me 2 weeks prior to does not count as notice. A student that calls less than 2 weeks prior to their scheduled lesson must pay their lesson fee. A make up lesson ***may be given***. If a student falls ill, or an emergency has come up, a make-up lesson ***may be scheduled*** if I have space/time to do so.

Tracy: 250-384-3620 victorialessons@long-mcquade.com

Monique: 250-419-2356 monique.cellist.81@gmail.com

Make-Up Lessons: You will get one make up lesson per month. Make-up lessons may be made if one of the following occurs:

1. A student calls **2 weeks in advance** to cancel their lesson
2. An unforeseen event comes up (ie: sickness)

Make up lessons are on a first come first serve basis and I will do everything I can to accommodate a make-up lesson. Make up lessons will be held once a month and I will let you know when that is each month. Please schedule a make-up lesson at the front desk after clearing it with me.

Illnesses: **If you are sick, please do not come to class!** Please call the front desk as soon as you feel like you can not make it and we can hopefully find a make up lesson for you. If you arrive at your lesson sick I may ask you to leave. You will have a much more productive class when you are well.

Lessons: Students should come prepared for each lesson. Each lesson, students should bring the following:

1. Pencil with an eraser
2. Their music
3. A notebook so I can write lesson notes in each lesson

Student Website: I have started a student website which will have valuable information for all my students such as:

1. Lesson Schedule
2. Student Lesson Log and progress report
3. Calendar of events
4. Important notices to students (when I might be away)
5. Sheet music/work sheets/videos

Please check yourself in and get familiar with this site. If you have any suggestions please let me know!

<http://www.victoriamusiclessons.weebly.com>

There is an online photo gallery on there as well which is password protected. Please let me know if you wish to access this.

If you have any questions or concerns about these policies, or about your students progress, please feel free to discuss them with me. I can be reached at:

Monique: **250-419-2356**

Email: **monique.cellist.81@gmail.com**