



July 30, 2010

Hello parents and students!

I hope you are all doing well and have had a great break so far! For all those students taking summer lessons, you're doing a great job and it's been fun seeing you. I'm excited to see the rest of you as well and hear about all of your summer adventures. Fall lessons will begin on **Wednesday, September 8th**.

This year I will continue the same billing system as last year, as it worked very well. The monthly tuition for this school year will be **\$68 per month**. This is based on **32 lessons**, at **\$19 per lesson**, averaged over **nine months**. This is a \$1 increase per lesson. I will be keeping a record of how many lessons are offered to your child during the school year. At the end of the school year you will receive a bill for any lessons over the original 32. If your total was under 32, you will receive a refund. Keep in mind that I will count any missed lesson as part of your 32. It is your responsibility to come to the monthly make-up lessons if you don't want to lose them. However, if I have to cancel during the week, this will not count as part of your 32, and you will not be charged. *Note: If your child were to stop taking lessons at any time during the year, I will calculate how many lessons they have had, and whether you owe or will be refunded money.

I will also be charging a **flat fee of \$25 per family for books** at the beginning of the school year. (Families with multiple children need not pay that per child!) Whenever your child receives a book, I will write it down on their record sheet. At the end of the school year, if you have not used up your \$25 worth of books, you will receive a refund. If you have exceeded \$25, you will receive a bill.

Just a reminder, **tuition is due on your child's first lesson each month**. If you send the tuition on the second lesson of the month, please automatically enclose a \$5.00 late fee on your check. (If you do not add the late fee, then I will simply put it on your lesson record sheet, and you will pay it at the end of the year.) The late fee will be \$5.00 per child, per week that it is overdue. ***However, if you forget to send the check on the first lesson, **you may drop it off** sometime before next week's lesson. You may also **mail it to me**, and if I receive it *before the second lesson*, no late fee will be necessary.

Finally, I have just a few reminders for you. If you are dropping off multiple children for lessons, please have them bring something to do while the other is in lessons. Also, regarding parking, the best place to wait is in the visitor's parking spaces to the right and left of my house. If you are simply dropping off or picking up *quickly*, you can feel free to pull in the driveway or up along the curb in front of my house. Due to the fact that our street is a designated fire lane, no parking is allowed on the street. Thank you for helping out with that!

Attached you will find a copy of my **make-up lesson policy**. Please know that I follow this policy very closely, as it helps to avoid confusion and frustration for everyone when something comes up. You will also find the **piano calendar** for the year. **Please write these dates on your calendars!** If you have any more questions about anything, please call or email me. Otherwise, I look forward to seeing you at your first lesson! Take care and God bless.

Sincerely,

Melissa Alberts
630 Knights Bridge Rd.
New Brighton, MN 55112

Cell Phone: (763) 843-2349
Website: www.morethanmusic.us

Your Lesson Day and Time: _____ (Please call A.S.A.P if this won't work!)

Make-Up Lesson Policy

Changes in schedules due to illness, vacation, etc. are inevitable throughout the year. That's why it is important to make this policy very clear in order to avoid confusion when something comes up. If your child cannot attend their lesson, your best option is to trade lesson times with another student (explained below). This works well because it ensures that your child will get a *private* lesson, and they will still be able to go through the songs that they practiced for the week.

If trading lesson times does not work, I will offer a group make-up lesson once per month, Saturday morning from 9:30 – 10:30. See the schedule below, and come to the make-up lesson which follows the missed lesson. Please call me at least two days prior to the make-up lesson to let me know if you are coming. If I do not hear from you, I will assume you are not coming, and you will simply lose the lesson. Also, if you miss more than one regular lesson in a certain month, you are still only allowed one make-up lesson that month (i.e. I will not carry the second missed lesson over to the next month's make-up lesson).

Saturday make-up lesson dates: October 2, November 6, December 4, January 8, February 5, March 5, April 2, May 7, (June 4 – if needed)

If You Need to Cancel a Lesson

1. **You may trade lesson times with other students** if you take care of setting that up yourself. Please notify me if you do that. My lesson schedule will be sent home on their first lesson in the fall, and it will include everyone's phone number. Please let me know before then if you would prefer that your phone number is not given out.
2. Please leave a note in your child's binder or call me as soon as possible when your child needs to miss a lesson.
3. Make-up lessons are provided for **excused** absences only. Excused absences include illness, vacations, school programs, severe weather, or a family emergency.
4. There are no refunds for missed/forgotten lessons, or sporting events.

If / Need to Cancel a Lesson

1. Sometimes I may need to cancel a lesson unexpectedly due to illness, a possible family emergency, or I may take some unscheduled days off during the year (ex: a vacation). As stated earlier, this will not be counted as part of your 32 lessons, and you will be refunded at the end of the school year if you do not receive all 32 lessons.
2. **Please notify me if your work or cell phone number changes.** If I need to cancel last minute, it is important that I have an updated phone number to call. Thanks!

2010 – 2011 Piano Calendar

<ul style="list-style-type: none">• Wednesday, September 8: Piano Lessons Begin
<ul style="list-style-type: none">• Friday, October 8 & Monday, October 11: No lessons as I will be running a marathon in Oklahoma!
<ul style="list-style-type: none">• November 22 – 26: Thanksgiving Break
<ul style="list-style-type: none">• December 13 – 17: Christmas party at Melissa’s house for students only. Students will come from 6 – 7:30 on the day in which their normal lesson is held. There will be no regular lessons this week. However, if you cannot come to the party on your lesson night, then you may switch nights or come to the group make-up lesson in January.
<ul style="list-style-type: none">• December 23 – December 31: Christmas Break (There are still lessons on Monday the 20th – Wednesday the 22nd)
<ul style="list-style-type: none">• March 14 – 18: Spring Break
<ul style="list-style-type: none">• April 15 & 16: Upper Midwest Music Festival (*Optional)
<ul style="list-style-type: none">• May 21: Tentative date for Spring Recital
<ul style="list-style-type: none">• May 30: No lessons due to Memorial Day (Monday people are done at this point.)
<ul style="list-style-type: none">▪ Friday, June 3: Last day of lessons (Summer lessons will start up in mid-June.)