

## ***Attendance & Make-up Policy and Practice Code For the Private Lessons Program at Episcopal***

Our attendance policies are strictly followed as it is important for everyone to support the student's education and in respect to the instructor's time. Students agree to arrive at each lesson punctually, well-prepared, and with their assignment books and music. To make good progress, daily practice of quality and efficiency is necessary. We want you to completely understand every concept and skill. Please ask questions.

**Excused absences:** In the case of emergencies, such as illness, or **upon 24-hour notice for certain non-emergency situations**, changes in the instructor's schedule can be made. Make-up classes will be provided within the semester of the missed lesson. If your child becomes sick on their lesson day, **please notify** the teacher via email about the absence so they can plan for a make-up. If the **instructor** misses a lesson for any reason, a make-up will **always** be given at a convenient time for all parties. Make-ups are given at the discretion of the individual piano teacher.

**Unexcused absences:** Unexcused absences **will not** be considered for make-up lesson times. School functions, such as field trips, in school assemblies or events, as well as holidays are not considered for make-up lessons. **"No Show"** lessons (missed lessons with no notification to their piano teacher) are **forfeited**. In addition, there are no make-ups for lessons missed because of family vacation or personal time.

**Sick Policy:** Students with signs of sickness (fever, continuous sniffing or coughing, runny nose, etc.) should be kept home and arrangements for make-up lesson can be made.

**Timeliness** is especially important for not only the instructor's planning, but also to ensure the student receives a full lesson. In addition, lessons for other students may be scheduled in succession, so in respect for everyone's time, lessons must not continue past the scheduled time. Middle school students that are permitted to walk to their lesson un-escorted are solely responsible for making it to their lesson in a **timely** manner. If they choose not to show up to their lesson, the lesson is considered as a "No Show" and forfeited.

**Practice** on a regular basis by the student is **the key** to successful lessons. Lessons provide guidance and oversight to the student's skill, development and knowledge; however, progress is only made through **daily practice**. While a practice log is provided in the student's folder, we strongly encourage parents to take moments to encourage the student to practice and praise them for their effort and progress. Students will not always be able to sense their own improvement and thus, regular acknowledgement on the part of the parents and instructor will give them the motivation to continue in their studies. Beginner-level students, especially in the

Kindergarten age group, greatly benefit from supervision and guidance from parents. Please make it a point to sit with your child at the keyboard during short practice sessions to ensure they are on task during the very early stages of individual practice time.