



Miss Megan Piano Policies

School Year Session

(September 1 - May 31)

During the school year session, I charge a flat rate per month for lessons. The monthly cost is based on four lessons per month, but will remain the same no matter how many lessons fall in the month. I plan on you during our agreed-upon time slot every week unless you notify me of any changes. Lessons that fall in a 'No Lessons' period of time on the Miss Megan Piano Calendar will not be rescheduled unless otherwise noted. I always carefully ensure that an average of four lessons per month is offered for each day of the week throughout the school year session. The calendar will be sent to you at the start of each school year. A minimum of one week's notice is required to potentially reschedule your lesson. It will be easier to reschedule if you have as much foresight as possible, as it usually involves switching times with another student. If the student is sick or there is a transportation issue like a snow day, having your lesson online for that week is a great way to stay on track with your progress. A minimum of 30 days notice is required to stop lessons or change your time slot.

Summer Session

(June 1 - August 31)

It is not possible for everyone to keep their weekly time slot in the summer, but it's important to keep up your skills and fit in lessons when you can throughout the summer. Those who sign up for an 8 pack of summer lessons will be guaranteed their time slot for the following school year. These 8 lessons may be scheduled anytime during the summer session. You may take more than 8 lessons during the summer session as our schedules allow, you will be billed for any extra lessons in August.

Payments

- Payments are due in advance by the 1st of each month.
- I will send two email reminders that your payment is due each month, one around the 20th and another on the last day of the month.
- Failure to make payment by the 1st will result in a \$20 late fee, if I have not received your payment by end of day on the 1st I will send you a reminder on the 2nd that you also owe a \$20 late fee.
- Payments can be made using Venmo @Megan-Koegel, a check payable to 'Miss Megan Piano' or cash.
- All payments are final, there are no refunds or rollovers.

Progress Reports & Biannual Conferences

In January and June you will receive a written progress report from me. Additionally, I will reach out to you with an invitation to schedule a phone or video conference. I highly encourage taking me up on the offer to schedule a conversation about how lessons are going at least once a year. I have found that taking this time to reflect and connect with parents and students about how things are going is a huge benefit to the progress of my students. I take notes on how things are going at every lesson, and taking the time to review these notes from a long period of time is very enlightening. It is up to the parent whether or not the student is present for this, I feel there are pros and cons to each option and will let you know if I have a preference. I will definitely be in touch with any urgent issues in the time between conferences, and you are always welcome to reach out to me with questions or concerns.

Referral Rewards

Spread the word about how much you like your lessons with Miss Megan! I appreciate your recommendations and love having friends of students join my piano studio. Word of mouth is the most important form of marketing for my business, so I believe in showing my appreciation. If one of your referrals signs up for a full month of lessons, you receive a \$20 gift card towards a favorite local business from me as a thank you!