



MARGARET HOOVER'S PIANO STUDIO

1935 W. Morse Ave. – Chicago, IL 60626

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PIANO STUDIO POLICIES:

PAYMENT SCHEDULE:

1. \$125 per month.....3 –5 lessons
\$65 per 2 lessons in a month
\$35 per single lesson
Private lessons are 45 minutes. Group lessons are 1 hour.
2. Payment required at beginning of the month either by check payable to Margaret Hoover or Cash. Payment is non-refundable.
3. Late charge added after 15th of the month.

MISSED LESSONS/ VACATION:

Private Lessons:

- Lessons missed due to illness or emergency will be made up at my discretion. Limit of 2 make-up lessons during each year. Please call 24 hours in advance of lesson day.
- If a lesson is missed and no telephone warning, no makeup will be made.

Group Lessons:

- Cannot be made up. If a schedule conflict, call ahead. You may be able to attend a different group lesson for that one month.

Vacation: Please advise me of vacation plans well in advance.

GENERAL INFORMATION:

- Both telephone lines have an answering machine. If I am teaching, I do not answer the phone. So. . . . Please Leave A Message!
 - If you are late for your scheduled lesson, your lesson will still end at the usual time.
 - Bring all music for your lesson.
 - Do not bring food or drink.
 - Wash hands before a lesson. You may arrive a few minutes early to do this.
 - Remove wet or soiled shoes at the front door.
 - If you need to end the lesson early, please tell me at the beginning of the lesson.
 - Parents are responsible for picking up children when lesson has ended. I cannot watch or be responsible for children after their lesson.
 - Parents will be called to pick up their child (at a group lesson) after 2 warnings.
- I understand and accept these studio policies _____