Davey Hiester Bassoon Studio - Lesson Agreement / Contract

DaveyHiester@gmail.com
New Haven, CT & surrounding area

CONTACT INFORMATION

Student Name: _____

Parent Name(s): _____

Parent Email(s): _____

Parent Phone Number(s): _____

Address: _____

Student Email (if applicable): _____

Student Phone Number (if applicable): _____

LESSON DETAILS

Start Date: _____

Frequency: _____

Length: _____

Regular Day(s)/Time(s): _____

Location: _____

Lesson Rate: _____

Travel Fee: _____

Payment Plan: Monthly / Semesterly

Preferred Payment Method: _____

This Agreement is between Davey Hiester ("Teacher") and the student, parent(s), and guardian(s) identified above (collectively, "you").

POLICIES

As circumstances allow, I offer one trial lesson at the standard rate, with no obligation to continue. For beginners who do not yet have a bassoon or access to one, I will try to borrow an instrument for the trial lesson. In either case, I am happy to do a consultation over the phone, free of charge.

Before beginning lessons, the following terms (explained below) will be agreed upon in writing:

- Lesson time(s) (with notice of any known conflicts)
- Location of lessons
- Payment plan (by month or by semester) and preferred method of payment

Fall Semester:	September through December	(4 months)
Spring Semester:	January through May	(5 months)
Summer Semester:	June through August	(3 months)

FORMAT / LOCATION

- I primarily teach at my home studio in Downtown New Haven.
- Lessons may take place at your home residence. I add a travel fee depending on where you live, which we will mutually agree upon in writing.
- Lessons at my home studio will incur no additional fee.
- When applicable, lessons may be held at the student's school, in accordance with the policies of the music teachers, school program, and school district.
- If a lesson is moved online for any reason, it will be held via Zoom. I will send a link and password via email in advance. Lessons may be held on Zoom if I am traveling, in the event of extreme weather, or as a proactive measure against contagious illness.
- If you wish to move a lesson to Zoom for any reason, I kindly ask that you let me know as soon as possible.

FURTHER CONSIDERATIONS

- Playing bassoon involves physical coordination and exertion. You acknowledge responsibility for monitoring your [student's] physical comfort and health, and agree to communicate any concerns promptly.
- **Parents/guardians are encouraged to sit in on lessons!**
- You will be required to audio record (video recommended, in addition) all lessons as a resource to come back to in your day-to-day practice, and long-term educational journey. Video recording will allow us to study and address external elements such as embouchure (orientation of facial muscles) and posture.

- Recordings are for your use only, and may not be posted publicly or distributed without permission.

FEES & PAYMENT

- 1 hour lesson - $80
- 1.5 hour lesson - $120
- 2 hour lesson - $160
- Reeds - $30/ea
- Travel fees - determined on a case-by-case basis

Note: I can provide materials (bassoon accessories and sheet music books) to you, outlined in the BASSOON SUPPLIES document, linked here. This cost will be added to the applicable invoice.

Lesson payment is through one of the following plans:

1. **Monthly**: I send invoices for the following month during the second to last week of the current month, and they are due within one week of receipt. *For example, if I send the invoice for May lessons on April 17th, it will be due by April 24th*.
2. **Semesterly**: You may pay for an entire semester's worth of lessons up front for a 5% discount. I send semester invoices before the first lesson of the term, and payment is due before lessons begin.

- For students taking one trial lesson, the payment for that lesson will be due before the lesson.
- For students starting regular lessons in the middle of the month, a prorated invoice for the first month will be due at the time of scheduling.
- Either payment plan's invoice will include the dates of lessons paid for.
- By fulfilling the payment, you are confirming the dates and times listed on that invoice.
- Payment is accepted via Zelle, Venmo, CashApp, PayPal, Cash, or Check.
- Payments are non-refundable.
- Payments not received by the due date will incur a $25 late fee. Lessons will be suspended until payment is received in full.
- Lesson rates, travel fees, reed prices, and any other fees are subject to change with written notice, and will not affect lessons already paid for.
- For students under the age of 18, communication regarding scheduling, payment, or logistics must be with, or include a parent/guardian. A parent/guardian must remain involved for any high school students, even after turning 18.

REEDS

- As a vital yet complicated and ever-changing necessity of playing bassoon, you will need to have multiple reeds at a time that support your development and education. To best achieve this, I will sell you reeds I make from scratch (tube cane), ensuring that your hardware setup will facilitate and enrich your overall musical experience.
- Reeds are $30 each, and lifespan varies widely. Ideally, each reed in your rotation will last you a few weeks. As they are made from organic material, they are constantly changing due to use, weather, climate, and will eventually reach the end of their lifespan. They follow a natural break-in process, after which they slowly degrade, but can break at any time, as they are fragile objects.
- **Please communicate your reed-related needs in advance, due to the lengthy process of reed making.**
- I am aware that reed emergencies happen, and I will always have something on hand for such cases.

SCHEDULING & ATTENDANCE

Before beginning lessons, we will agree on lesson frequency, time and location.

- I appreciate your promptness in all communications, and will always do my best to respond to you as soon as I can.
- Please communicate as soon as possible with any known conflicts. For known conflicts, we will shift the schedule as needed before confirming it. In some cases where you or I are away for a week at a time, we may reschedule with a longer lesson or multiple lessons in one week.
- When we are scheduling lessons, I will let you know of any conflicts I may have.
- You are expected to arrive on time for lessons. If you arrive late, you are only entitled to the remainder of your scheduled time.
- It is the responsibility of the parent and/or student to give **at least 48 hours** of written notice for any absences or changes.
- This 48-hour notice entitles you to schedule a make-up lesson *within* 30 days of the canceled lesson. After 30 days, the lesson is forfeited. You are entitled to one student/parent-requested make-up lesson per semester, regardless of whether you are paying for lessons monthly or semesterly.
- Absence notification with less than 48-hour notification or no notification at all forfeits that lesson without make-up or a credit.
- Emergencies (on your end, my end, or force majeure) are an exception to the 48-hour notice rule. In the event of an emergency, the lesson will be made up as soon as reasonably possible.

***For at-school lessons*:**

- School closures or days off do not automatically cancel a scheduled lesson. Instead, the lesson will be moved to my home studio, your home residence, or Zoom, as agreed upon in advance. It is your responsibility to communicate when there is no school on a weekday.

MAKE-UP LESSONS

- **As stated above, student/parent-requested make-ups are** limited to one per semester after the schedule has been confirmed.
- Any make-up lesson that is caused by my schedule change does not count against your make-up lesson.
- Known conflicts stated before finalizing a monthly or semester schedule do not count as cancellations or make-ups.
- When a make-up lesson is required, we will make our best effort to schedule it as soon as possible.
- If I must cancel or reschedule a lesson for any reason, I will notify you as soon as possible, and we will schedule a make-up lesson. If we are not able to find a feasible time for a make-up lesson at all, that lesson will be credited toward a future invoice, as applicable.

CHANGES & TERMINATION OF LESSONS

To change or terminate lessons, please notify me in writing as soon as possible. This includes vacations, other travel, school holidays, change of lesson day and/or time.

By signing below, you understand that these policies and procedures are subject to change. Written notice will be given of any changes or additions. You agree that you have read and agree to the terms and conditions of this agreement for private lessons in the Davey Hiester Bassoon Studio, and will provide your signed agreement before beginning lessons.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____