



Scheduling Contract

Summer Term

Date: _____

Student Name: _____ Teacher Name: _____

Lesson Length: 45-minutes or 60-minutes Number of lessons: 3* 6 9 12

This scheduling contract must be finalized at or before the first lesson of the summer. Any changes to scheduling, after initial contract submission, do not need to be turned in to the Director. Any changes to a substitute teacher must be submitted (via email) and approved by the Director.

*3 lessons can be added at any point in the summer term. An additional contract must be created if lessons are added after the initial contract. There is a 6-lesson minimum.

One make-up lesson is allowed during the summer, but only when a 24-hour notice has been provided to the instructor. There are no time adjustments or make-up lessons for students who are tardy. If the instructor must cancel a lesson, this will be rescheduled.

Any lessons not completed by August 11, 2018, the end of summer term, will be forfeited. There are no refunds or credits for lessons.

Private lessons will occur on the following dates and times:

Date	Time	Name of Substitute (if applicable)

I agree to the schedule of lessons stated above and the Summer Policies, which can be found on our website.

Parent Name: _____ Signature: _____