

Dear Students,

I feel honored to be your music teacher and it is my pleasure to work with each one of you.

Studio Policy:

Cancellations must be made 48 hours in advance. This means a full 48 hours, and not late the night before.

If the lesson is not cancelled a full 48 hours in advance, full payment of the lesson is due at your next scheduled lesson.

I suggest you bring your date book to each lesson, so you can write down the time of the next lesson. Due to the amount of students I am scheduling every week I cannot confirm your lessons, but feel free to confirm them with me. I get texts immediately and can usually respond quickest to texts. I can be texted at 212-555-5555, you can also confirm by email someone@gmail.com. Text and email are preferred communication.

If you need to contact me for any reason by phone please call my home phone 212-555-5555. Because my workday ends after 11:30 or later many nights, please do not call before 9 AM.

Thank you for your understanding and cooperation.

Karen Bogardus