

Missed Lessons

Fees for music lessons with Vanessa Ott are paid monthly and due at the first lesson of the month. Vanessa Ott adheres to the following KMS Attendance Policy for handling missed music lessons.

Kailua Music School (KMS) Attendance Policy

Kailua Music School
131 HEKILI STREET, #209,
KAILUA, HAWAII 96734
PHONE: 808-261-6142

Goals:

- To foster respect for the music teacher, the students/parents, and Kailua Music School
- To make the best use of everyone's time and money
- To be fair and flexible for all concerned

Requirements:

Students are encouraged to attend and actively participate in their music lessons.

If a scheduling conflict or an **unforeseen absence** arises, the teacher must be notified no later than one day (24 hours) prior to the lesson time. If the teacher is properly notified^[1], the student will be offered a make-up lesson provided the student schedules a make-up lesson within two weeks of the missed lesson. Offered make-up lesson times are at the discretion of the teacher and are not guaranteed if student cannot attend the offered time(s). If the teacher is *not* properly notified^[1] 24 hours in advance, the student will forfeit that lesson fee, and no make-up lesson will be provided.

In the case of **tardiness**, lessons will end at the lesson's scheduled time so as to not impede on the next student's lesson time.

If the **teacher** takes a **leave of absence** for lesson times already paid, the student will be credited with the appropriate lesson time.

If a **student** takes an **extended leave of absence** (for example: a vacation or a medical leave) for more than two (2) weeks, the student's regularly-scheduled lesson time cannot be reserved unless the teacher receives lesson payment(s). The teacher pays Kailua Music School for renting KMS facilities, and also reserves professional time in his/her work schedule. We cannot hold a time slot open for a student who does not pay for that privilege. We are more than happy to reserve your scheduled time with timely lesson payment(s).

^[1] *Notification of absence for lessons with Vanessa Ott must be by voice communication (phone or in person) or by text message to: 808-854-1018*

I have read and understand the above policy,

Signature of Adult Student or Parent (i.e., person financial responsible for payment)

Print Name

Signature

Date