

Dear parents or guardians,  
Please read the following policies for lessons with Hal Stead and sign below.

**Lessons in your home**

Hal has been teaching in homes since 1984. The following are some guidelines and policies that you will want to be aware of.

**Payments**

At the beginning of each month please let Hal know how many lessons that you plan to take that month. If you need to cancel a lesson please get in touch with Hal at least a day in advance to receive a credit. Emergencies are the exception. You can get a credit for missed lessons when there is a valid reason. Forgetting about a lesson and going shopping is not a valid reason.

You can pay for lessons for the entire month or pay week to week, it is up to you. Paying until the end of the month is convenient because you don't have to think about it every week.

You can pay with cash, check, or online. When writing a check make it out to Quail Music. It is also possible to pay with a debit card, direct payment online, or automatic payments. Ask Hal about those options.

**Communication is important**

When you get a phone call or text from Hal after starting lessons, please answer, or respond back with a call or text. He is confirming lessons for the week or there may be a scheduling problem that he is working on.

**Lessons for children under 18 years of age**

When Hal teaches children in your home it is important that there is an adult either in the room or nearby. If Hal is teaching in a room with a door, the door may not be closed. Having parents or siblings observing a lesson, or looking in occasionally, is encouraged as long as they are quiet. The exception to this is a child's friends. It is best NOT to have friends over waiting for the child to finish a lesson. This is usually distracting for some children as they cannot pay attention to the lesson.

I understand and agree to these policies.

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**Date** \_\_\_\_\_