

2021-2022 School Year Handbook

Everything in this contract is flexible between teacher, student, and their adults. Anoushka will never allow financial barriers to stop a student from learning.

- Payment
 - Payment for lessons is due at the beginning of the month
 - \$20 for 30 mins; \$25 for 45 mins; \$35 for 60 minutes
 - Anoushka will offer scholarship pricing on a case-by-case basis
 - Payment can be made by Venmo, PayPal, or check
 - If preferred, Anoushka will send invoices on the first of the month
 - Anoushka will not change the fees without at least 3 months' notice

- Scheduling
 - Anoushka needs to know about any school district breaks; they usually do NOT line up with Anoushka's schedule
 - The student should arrive on time.
 - Anoushka does not have to make up time should a student arrive late.
 - Anoushka will ALWAYS ask if it is okay to go over time, and will never go under time
 - If there are known conflicts on the student's side, Anoushka should be told about it prior to the payment at the beginning of the month

- Attendance and Missing Lessons: Teacher
 - If Anoushka knows of her own absences, she will let students know at the beginning of the semester wherever possible, and always with more than 48 hours in advance.

- Inclement Weather
 - Anoushka does not follow the school district inclement weather notices. In the case of inclement weather where school is closed, the lesson will be held over Zoom, FaceTime, Skype, or another online platform.

- Cancellation Policy
 - For non-emergency reasons, a 48-hour cancellation notice should be given, and non-emergency reasons will not be reimbursed
 - If student is ill, but still feels up to doing a lesson, that lesson should happen online

- Illness
 - Under no circumstances should a student come to a lesson when contagious. This can put Anoushka's career at risk! Anoushka will either conduct the lesson online, or the lesson will be reimbursed, or made up at a later date.

- Make Up Lesson Policy
 - If Anoushka misses a lesson for any unexcused reason, and cannot make it up, she will reimburse the payment
 - If a student is sick, or has given 48-hour notice, Anoushka will make up the lesson
 - If a student has an unexcused absence, Anoushka will try and make up the lesson at her availability if it comfortably fits into her schedule

- Supplies
 - Purchasing materials will be the responsibility of the student whenever possible.
 - Materials should be purchased in a timely manner whenever possible.
 - Students should have auxiliary supplies such as reeds available at all times
 - Students need a metronome, reeds, lesson notebook, and music stand
 - All situations of financial need will be evaluated on a case-by-case basis

- Expectations of Student, and Expectations of Practice
 - Student will advocate for themselves with teacher support
 - Students need not be set a specific amount of time they should practice; this will be informed by their goals, other activities, etc, with the guidance of Anoushka, and their adults
 - Student should be honest with how much they practiced. Anoushka will best tailor each lesson to what student was able to do within the week. It is not helpful to fabricate practice time to either the student, or to Anoushka

- Expectations of Teacher
 - Anoushka will not touch a student without their explicit permission and will always ask for explicit permission for where I may need to touch them. For example, "may I please touch your finger." Anoushka will always find a pedagogical alternative if the student is not comfortable with physical contact.
 - Anoushka will teach students to advocate for themselves
 - Anoushka will always be honest, kind, respectful, and use research-based best pedagogical practices with students and their adults
 - Anoushka will facilitate discussions of how best to practice, and make good use of available time
 - Anoushka will provide regular feedback to students and their adults

- Communication
 - Anoushka will respond to texts and emails within one (1) business day
- Termination of Lessons
 - One (1) month termination notice required
- Concert Attendance
 - Students are encouraged to attend any concerts where the clarinet is the featured instruments
 - When Anoushka performs throughout the year, students are welcome to attend, and will be notified of all these events
 - Anoushka will be happy to attend any concert where students are performing
- Contact information
 - Phone:
 - Email: ano.pra.div@gmail.com
 - Zoom:
 - Facetime: ano.pra.div@gmail.com
 - Skype: by appointment, each link is generated
 - Website: anoushkadivekar.com

We, the undersigned, agree to all the terms of this contract, as negotiated between the teacher, student, and their adults.

Signature of Student: _____

Date: ____/____/____

Signature of Adult: _____

Date: ____/____/____

Signature of Teacher: _____

Date: ____/____/____