



## Private Lesson Information Sheet 2019-2020

Wolf Performing Arts Center (Wolf PAC) offers private lessons in acting, singing, musical theatre, dance, and audition techniques for students starting at first grade. These private sessions allow students to have one-on-one coaching with a professional to develop an individualized curriculum to enhance their performance skills in a fun, supportive environment.

### Where to Go and What to Bring:

- All lessons take place at our facility – 1240 Montrose Avenue, Bryn Mawr, PA 19010.
- Our student's safety is of utmost importance to us. Please park in the parking lot when dropping off and picking up students. Walk your child(ren) to the front doors and use personal code or ring the buzzer for entry. Please do not park in reserved spots.
- Please come to lessons prepared with a water bottle, folder or binder with assigned materials, and a willingness to learn, explore, and perform!

### Pricing and Scheduling:

- Lesson fees for academic year 9/1/19-8/31/20:
  - 30 minutes: \$40.00
  - 45 minutes: \$55.00
  - 60 minutes: \$70.00
- Private lessons are offered on a rolling basis during three sessions a year. The session dates are as follows:
  - Fall Session: September 16-December 20, 2019
  - Winter/Spring Session: January 13-May 21, 2020
  - Summer Session: June 15-August 28, 2020
- Students are encouraged to sign up for a full session of lessons in order to best benefit from the curriculum. However, if a student wishes to take fewer weeks of lessons, they may opt to do so with the knowledge that their time slot is not reserved for them after their lessons end and may be given to another student.
- Students are given the session dates ahead of time and can select up to two dates per every ten weeks scheduled to opt to not have a lesson and will not be charged for those dates.
- Payment plans are available through our registration system or by emailing [sarah@wolfperformingartscenter.org](mailto:sarah@wolfperformingartscenter.org) or calling (610) 642-0233 ext. 101.

## **Cancellation and Rescheduling Policy:**

Lesson scheduling is like putting together a giant puzzle. It is difficult on our instructors and takes time when students cancel and reschedule lessons, consequently, we ask that students abide by the following cancellation policies:

### ***Student Cancellation:***

- Any lessons cancelled less than 24 hours prior to the lesson will be forfeited and not eligible for refund or credit.
- If given more than 24 hours' notice:
  - One lesson per every ten scheduled may be eligible for cancellation and reschedule.
    - Wolf PAC will make every effort to reschedule your lesson with your regular or, if unavailable, an alternate instructor. If no alternate time is found, the lesson will be forfeited.
  - One lesson per every ten lessons scheduled may be cancelled for account credit.

### ***Wolf Performing Arts Center Cancellation:***

- If Wolf Performing Arts Center cancels a lesson, the student will be offered the option of a make-up lesson, refund, or credit to their account.

## **Substitute Teachers:**

- Wolf PAC does our best to keep lessons consistent with the same instructors. However, if an instructor is absent for a lesson, Wolf PAC will find a substitute for that time. If a substitute is provided and a student cancels the lesson, there will be no credit offered for the cancelled lesson.

## **Stopping Lessons:**

We work very hard to ensure that our students are guaranteed the time slot they requested and commit to compensate our instructors for time they are scheduled to have work. In order to help with this schedule, we ask that students abide by the following cancellation policies:

- Students must give three weeks' notice when wishing to stop lessons partway through a session. Even if the student chooses to not attend the three weeks of lessons after notice is given, families are still responsible for the tuition owed for those weeks. The remaining lesson tuition paid will then be offered as a credit or refund.

## **Recital:**

- An optional recital will be offered once at the end of the fall session and once at the end of the winter/spring session for any student who has taken five or more private lessons during that session.
- Any student wishing to perform with the accompanist will be charged a \$45 accompanist fee.

