

2007-2008 Contract for Private Lessons with Doug Wallace

Payment

- 1. The fee for a private percussion lesson with Doug Wallace is \$35 for a half hour and \$70 for a full hour. This fee can be raised at any time provided that a 1 month notice is given in writing or by email. The email address used to notify students of a fee change will be the email address provided on page 3 of this contract.**
2. Payments are to be made monthly, and will be expected at the student's first lesson of each month. Payment can be made in cash, by check, or online. Online payments via credit card or PayPal can be made by clicking on the "Students" tab at the top of the DougWallacePercussion.com home page. If a student does not have a lesson during the first week of a given month, please mail a check or pay online by the 7th of that month. Every attempt will be made to send a bill for the following month home with the student at the end of each month, but this is not always possible. Payment is required whether you receive a bill or not. If you are unsure of the amount, please pay for all of the lessons during that month and you will be credited if a lesson is missed.
3. There will be a late fee of \$10 per week for payments that are not made in full and on time.

Excused Absences

4. Absences will be excused if
 - a) A cancellation call to is made to **(703) 242-0712** at least 24 hours prior to the lesson start time.
 - b) A student stays home sick from school and a voicemail message is received at **(703) 242-0712** by **9:00 am**.
 - c) Doug Wallace confirms knowledge of an excused absence either by email or in writing at least 24 hours prior to the lesson start time.

* Although Mr. Wallace teaches classes and sectionals at many schools, he will not always know when a student is absent from school or when a band rehearsal or concert is taking place. Please call about lesson conflicts even if you think that Mr. Wallace may already be aware of the conflict.

** Remember- If you do not cancel 24 hours in advance of a lesson or by **9:00 a.m.** on the day of the lesson in the case of illness, you will be charged for the lesson. There will be no exceptions.

5. **Each student will be allowed 5 total absences throughout the school year (September-June). This includes Holidays and Fairfax County Teacher Workdays.** Any additional absences will be forfeited without make up or refund. Therefore, it is in your best interest to try to switch times with someone else on the roster before cancelling.
6. It is recommended that you try to make up missed lessons when possible. Make-up times are usually very limited, so it may take a while to work in. Mr. Wallace reserves the right to not make up lessons if his schedule is too busy. Excused absences that are made up **DO** count toward the 5 allowed absences.
7. If Mr. Wallace has to miss a lesson for a rehearsal, concert, or audition (which will happen), it will not count as an absence and the student will be credited the lesson. As much notice as possible will be given when this happens. When cancellation is unavoidable, a good alternative for the student may be to come see Mr. Wallace play whatever concert or rehearsal he has that evening. Mr. Wallace will attempt to keep students informed of performances that are worth attending. Furthermore, Mr. Wallace's performance schedule will usually be posted on DougWallacePercussion.com.
8. **Mr. Wallace will teach on many of the Fairfax County School Holidays and Teacher Workdays.** You must call at least 24 hours in advance to cancel if you are unable to attend your lesson on these days. If a cancellation call is not received 24 hours in advance, the absence will be unexcused and you will be charged.

Inclement Weather

9. It will be up to the student and his/her parents to decide whether or not it is safe to drive to a lesson when there is inclement weather. If Fairfax County Public School activities are cancelled, the absence will be excused (**provided that a cancellation call is received prior to the lesson starting time**), and the absence **will not** count as one of the 5 allowed absences. If Fairfax County Public School activities are not cancelled, the absence will also be excused (**provided that a cancellation call is received prior to the lesson starting time**), but the absence **will** count toward the 5 allowed absences. If a cancellation call is not received before the start of the lesson, the absence will be considered **unexcused**, and payment will be expected.

Initial _____

Unexcused Absences

10. Any absence that does not fit under this contract's definition of an excused absence is unexcused. Unexcused absences will be forfeited without refund. **Students who have three or more unexcused absences may lose their lesson slot to someone on the waiting list.**

Termination of Lessons

11. Students must provide four lessons notice if they intend to stop lessons or are moving out of the area. These four lessons are to be paid for whether the student wishes to have them or not. **This includes students who run into conflicts mid-year and are unable to fit into another available time slot.**

Injury

12. If a student breaks a limb or is unable to play for any physical reason, it is recommended that he/she continue regular lessons. There is plenty that can be learned without physically playing, including music theory, timpani tuning, ear training, audio/video analysis, and score study. If a student chooses not to study while injured, payment is required for one half of the missed lessons in order for the student to keep his/her time slot.

Equipment

13. Students will be required to buy books, an appropriate pair of snare drum sticks, general keyboard mallets, general timpani mallets, and a metronome. To start out, Mr. Wallace recommends Vic Firth SD1 General brand sticks (any comparable stick is acceptable), Mike Balter #22R keyboard mallets (any comparable pair of mallets is acceptable), and Vic Firth T1 General or T3 Staccato timpani mallets (any comparable pair of timpani mallets is acceptable). Further equipment recommendations as well as links to music stores and additional percussion-related resources are available at DougWallacePercussion.com (also dwperc.com). **All students MUST bring their sticks, mallets and books to every lesson!!!** Mr. Wallace reserves the right to not teach a lesson in the event that a student fails to bring his/her required equipment.

Switching Lessons

14. All students will receive a roster containing the name, phone number, school, and lesson time of each person in Mr. Wallace's private studio. Please try to swap with someone if you have a conflict. If you do not wish to be included on the roster, please contact Mr. Wallace.

Additional Available Services

15. The following additional services are available if requested by private students:

Professional Recording and Editing
Recording in studio- \$75 per hour
Recording at a remote site- \$100 per hour
Editing- \$50 per hour

Consultations Outside of Lesson Times
By phone- \$50 per hour
In person- \$50 per hour

Contact Information

16. If you need to contact Mr. Wallace, he can be reached at **(703) 242-0712** or dwperc@cox.net. Continuing students should note **the new business phone number**. The preferred method of communication for non-emergencies is email. Please check the web site also, as many of the answers to frequently asked questions are available at DougWallacePercussion.com. The password for the Students page is "**bongos900**".

I have read, understand, and agree to lines 1-16 of the
2007-2008 Contract for Private Lessons with Doug Wallace.

Student's Signature / Date

Parent's Signature / Date

Student's name _____

Parent(s) name(s) _____

Address _____

Phone# _____ E-mail _____

Lesson Time _____

*Please read this contract carefully, initial pages 1 and 2, fill out and sign page 3, and bring to the next lesson. Provide your full address, including the zip code, and a current email address.

Thank you.

