

IanHFL Lesson Policies

2022-2023

Updated 8-26-22

Thanks for taking the time to read my policies! Setting up lessons constitutes an agreement with all the items listed below.

- **Lesson Fees**
 - Monthly Lessons
 - Monthly Lesson fees never vary and are due the first lesson week of each month.
 - 30 minute lessons – *\$130 monthly*
 - 45 minute lessons – *\$195 monthly*
 - 60 minute lessons – *\$260 monthly*
 - The lesson fees are always due at the first week of lessons each month, regardless of any student absences. Your lesson fee holds your lesson time slot for the month.
 - Please note that while most months have 4 lessons, some months may have more or less, and the lesson fee will always be the same from month to month. Please review my calendar for our schedule.
 - Single lesson fees are due at the time of the lesson.
 - Single 30 minute lesson – *\$32.50*
 - Single 45 minute lesson – *\$48.75*
 - Single 60 minute lesson – *\$65*
 - Lesson fees are non-refundable, so please be sure that we have agreed to & confirmed a convenient lesson time. Don't hesitate to get in touch if you have any scheduling issues and I'll do my best to accommodate you!
 - Lesson fees can be paid using [my online lesson store](#) (which includes a \$5 fee to help mitigate PayPal/Venmo/Square's cut), a check made out to either "Ian Leinbaugh" or "IanHFL, LLC" and mailed to my home address, or, if taking monthly lessons, by setting up a monthly online subscription or bank draft.
- **Attendance**
 - Students are expected to arrive on time to their lesson each week. Again, I do not offer refunds, so please be sure that you have a lesson time that you can consistently attend.
 - I ask that students get in touch if they are running late or will not be able to make their scheduled lesson. If I receive prior notice I'll happily provide a lesson with whatever time is remaining, but your lesson time will not be extended.

- You are always welcome to attend your lesson virtually rather than be late or absent; simply let me know and we'll make it happen.
- If you are more than 15 minutes late without prior notice you will be marked absent and the lesson will be canceled.
- Late arrivals do not count as absences and will not be made up during makeup weeks.
- Always feel free to get in touch if you need to change to a more convenient lesson time! Most students take lessons year-round and I am happy to work with schedules that change due to seasonal extracurricular activities or anything else.
- Please contact me for the address if taking in person lessons. More details for in-person lessons will be provided upon confirmation.
- If attending lessons virtually, [you can join the lesson by clicking this link](#). This is the same link we will use each week while online (or should we ever need to close due to weather or other reasons in the future), even if we eventually shift to a new time.
- Parents, family, and legal guardians are welcome to sit in and observe their child's lesson. In the case of very young students, parents may be required to attend the lesson with their child.
- **Absences/Makeup Lessons**
 - Three times a year makeup lessons are offered for student absences. These occur only during designated makeup weeks (see calendar). Each student is guaranteed one (1) makeup lesson per makeup week.
 - While I do my best to make up extra missed lessons or temporarily shift lessons around to accommodate schedule changes, it is not always possible to do so. With this in mind, if you would like to change your lesson time for an upcoming month to better fit your schedule, simply let me know and we'll work to find a good solution!
 - If a lesson is missed due to weather or any other event outside of the control of both the student and the instructor (eg, inclement weather and power outage preventing virtual lessons), I will do my best to make up that lesson prior to, or during, our upcoming makeup week. Unfortunately, I can only guarantee one makeup lesson during the next makeup week, but please know that I will do my best to find time for extra makeup lessons for lessons missed due to weather and other situations that cause schools to close.
 - A number of my students travel or have camp during the summer months. I think that's an important part of being human and want to support that! To avoid losing your lesson time as a result of temporary schedule changes, you may request up to 4 weeks of vacation from

June 1st through September 5th to accommodate summer activities. I will reserve your lesson time and prorate billing for these dates if they are received no later than May 25th.

- Lesson cancelled by me will always be made up (or the following lesson month will be prorated accordingly if for any reason a makeup is not possible) and do not count as student-initiated absences.
- **Terminating/pausing lessons**
 - Lessons operate on a month-to-month basis. If you want or need to withdraw from lessons for any reason I ask for that you provide a written notice **at least 14 days prior** to the end of the calendar month so that I can adjust my schedule accordingly.
- **Closures**
 - When the Chapel Hill-Carrboro City Schools system closes due to inclement weather, I will conduct virtual lessons at the regularly scheduled times.
 - However, on rare occasion, I may still offer lessons (as I did during the first couple days that schools were closed due to hurricane Florence), and if so, we'll be in touch and give students the options of attending or receiving a makeup lesson.
 - In the event of an unanticipated closure, students will be notified by email; be sure that you're on the mailing list!
 - In case of notification from the Emergency Broadcast System, we will stop lessons/classes and follow instructions to either take shelter or evacuate.
 - I am closed for roughly 6 weeks of the year around major holidays that typically align with the CHCCS calendar. Please see my calendar for our schedule.
- **Newsletter, Websites, and Social Media**
 - I send out a monthly newsletter on the 1st of each month, and you'll occasionally get updates if there's something relevant to all students during the month (e.g., holiday reminders, weather-related closings, etc); it's my primary means of mass communication with students, so I want to be sure you're in the loop! You & any interested family members can sign up for my email list by clicking this link.
 - You can access my website at IanHFL.com.
 - You can find me on Instagram, TikTok, and Facebook,
 - I created a Facebook group for all of my current and former students! If you're on Facebook and would like to learn more and/or join, please click here! I'm hoping that this will help us stay connected and engaged during this time (the global pandemic, to be sure!) and beyond, and I'd love to see you all posting questions, cool things you're working on, neat gear, or really anything else music/lesson-related!

- **Food & Drink**

- Food and beverages may not be consumed inside the lesson space, as all of us should be fully & properly masked during the entirety of the lesson. That said, you may bring water and step outside to have a quick drink!

- **Smoking**

- In-person lessons occur in a smoke-free zone. Smoking or vaping is not allowed within 20 feet of any door, window, or source of ventilation for the building.

- **Health and Safety**

I will continue to conduct in-person lessons on my front porch (soon to be the back porch!) with safety precautions, outlined below, until further notice. Please be sure to arrange details for in-person lessons with me at least one day before your first lesson.

- Online lessons will always be an option regardless of the transmission level.
- I am committed to protecting the health and safety of our students, instructors, and all of our families, especially for the most vulnerable members of our community during the ongoing pandemics. Aside from being high-risk myself, I have high-risk family, students, bandmates, and families thereof, so we all appreciate everyone adhering to our policies. This is a stressful time for everyone, and all questions, comments, concerns, and suggestions are strongly encouraged; we want to be sure that everyone has clarity and feels completely safe!
- To help navigate changing CDC guidelines & messaging, I am constantly reviewing the latest scientific data & recommendations to prioritize the health of our whole community.
 - For in-person lessons, all students (and myself!) must:
 - Have received at least two doses of a SARS-CoV-2 vaccine, with possible booster requirements in the future. I will ask for your vaccination card at our first in-person lessons, and possibly after new boosters are recommended for a minimum baseline of protection.
 - Be properly masked (worn snugly over mouth and nose) for the entire lesson.
 - Have had no flu-like or monkey pox symptoms within the last 7 days; I'll ask you about this at the beginning of each lesson, as individuals may remain contagious for roughly ten days since contracting the virus.
 - If a student does not meet all the criteria I will turn them away and offer a makeup lesson during our next makeup week. That won't be fun for anyone, so if you're feeling at all sick—even if you think it's allergies—or not up for any of the requirements,

please just let me know and we can have our lesson online instead!

- Given the pace at which the pandemic situations are evolving, I may put in-person lessons on hold due to a change in my comfort level with the dynamic situation and lag in the already insufficient reporting data for the ongoing pandemics, so please be aware that we may shift to online-only lessons at any time.
 - I don't foresee this happening as long as everyone does a good job adhering to our safety protocol, but in the event this becomes necessary, some people who are currently taking in-person lessons would need to transition to online lessons, even if the monthly lesson fee has been paid, so again, please be aware of this!
- While I'm holding porch lessons regardless of the transmission data at present, that may become a reference point again in the future.
 - The data on COVID-19 for Orange county is available at the CDC data tracker [here](#).
 - The metrics used to determine transmission risk can be seen [here](#) or in the graphic below. The CDC no longer has these guidelines easily available (or at least I'm having a hard time finding them in a consistent location!), so to be sure, these were taken from the CDC site linked above on February 28th, 2022.

	Low	Moderate	Substantial	High
New cases per 100,000 persons in the past 7 days*	<10	10-49.99	50-99.99	≥100
Percentage of positive NAATs tests during the past 7 days**	<5%	5-7.99%	8-9.99%	≥10.0%

- If you are experiencing possible COVID-19 and/or Monkey Pox symptoms or have suspected/confirmed exposure, please let me know and we'll make a plan for temporary online lessons. This is very much evolving, but here's my current plan for how to approach this,:
 - If you have not taken both a PCR & rapid antigen test on/after day 5 of suspected/confirmed exposure, we will plan on

resuming lessons if the following criteria are met (be sure to confirm before returning):

- 14 days after suspected/confirmed exposure
- 7 days symptom free
- If you have negative PCR & rapid antigen tests on/after day 5 of suspected/confirmed exposure, we will plan on resuming lessons if the following criteria are met (be sure to confirm before returning):
 - 7 days after suspected exposure or 14 days after confirmed exposure
 - 5 days symptom free
 - negative rapid antigen result within the last 5 days
- If you have positive PCR & rapid antigen tests on/after day 5 of suspected/confirmed exposure, we will plan on resuming lessons if the following criteria are met (be sure to confirm before returning):
 - 14 days after suspected/confirmed exposure
 - 5 days symptom free
 - 2 negative rapid antigen results, at least one day apart, within the last 5 days

Again, don't hesitate to reach out with any questions you may have! Thank y'all!