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# Virtual Lessons Signup Form

05-27-2021

## Signup Form and Policies

### Information:

1. It is good for **snow days**. You don't have to drive in the snow, and you don't miss the lesson.
2. It is good for when the **student is home sick but well enough for a lesson**. Please remember it is our studio policy that if a student is home sick from school or work for the day, they should not be at the lesson for health reasons. This is a great solution for this. **Our regular notice for a makeup is telling us by 8:00 AM the day of the lesson.**
3. We will help you with **recording at home**. Using an app like "Voice Memos" works just fine, and parents help with emailing each student's recordings to the studio.
4. This time counts as an **official lesson as part of our regular Yearly Lesson Schedule**. Its purpose is to **minimize lessons missed for continuity** for the student.
5. It is **preferred that you let us know by 3:30pm if you are doing this option because of sickness** by email or voice mail. You can let us know up to the time of your lesson that you would like to do this, but **any time taken for set up and communication counts as part of the lesson**. If you do not use this option, please refer to our regular cancelation and makeup policies as listed on our admissions agreement.

### What you need:

1. You need a **tablet or cell phone**. **Tablets (like an iPad) are preferred so everyone can see better.**
2. You need a **floor mounting tripod (recommended)**. (Not table top) There is a universal one we have at the studio for \$28 on Amazon. It will fit many sizes of tablets and is solid. Please ask us for help finding the one we have.
3. You need a **FaceTime, Skype, or Zoom account**. This requires an adult. (FaceTime is preferred)

4. A **Signed Virtual Lessons Signup Form** (This form). You can scan or take a photo with your phone and email it back filled out and signed. On the form, you must provide the FaceTime or Skype email, user name, or phone number to contact you at. **The teacher will call you. Please print legibly** or we cannot reach you if we can't read one character of the address!
5. A **parent or guardian must be in or near the room with the student** for the video lesson. They will need help positioning the tablet and stand.
6. The **room should be free of distractions and other noise**, like siblings, TV, parents taking phone calls, etc.
7. We write out a **regular practice plan as usual and email it home** at the end of the lesson for you to print out and put in your binder. The **parent must help facilitate that it gets printed, 3-hole punched, and in the Practice Plan Tab in the student's binder**, or the student will likely read the previous week's practice plan.
8. We try to **stay on time** with your lesson. Remember, we will have the same back-to-back schedule as at the studio, and will need to start the next lesson promptly for the next student. It is important to be ready for the lesson and waiting for the video conferencing call to come in. Don't be in the bathroom or another room and miss the call!
9. **Any time for technical difficulties still counts as part of the lesson**. Please do not ask for extra time to make up lost time due to technical difficulties (such as switching settings, signing in to your account, camera not working),
10. If we try to contact you at your scheduled lesson time and we cannot contact you, we will try to contact you at your regular home phone number on your Annual Information Update or Questionnaire. This time counts as part of the lesson. If we cannot contact you during this scheduled time, it still counts as a lesson and subject to our normal Makeup Polices listed on your Admissions Agreement.
11. There will be a 5-10 minute window in the beginning of the first lesson done through video conferencing dedicated to initial set up of equipment and positioning, and will count as part of the lesson.

I have read, understand, and agree to the policies listed above on this form, **both pages** of the Admissions Agreement, have read and agree to the **Studio Policies** as listed on the Admissions Agreement, and have a copy of the **Yearly Lesson Schedule** and the **Weekly Practice Schedule**, and have filled out in full the **Introductory Questionnaire** or **Annual Information Update**.

PLEASE EMAIL US THIS ENTIRE FORM, NOT JUST THE BOTTOM OF THIS FORM.

PRINT STUDENT NAME: \_\_\_\_\_

PARENT or ADULT STUDENT'S SIGNATURE: \_\_\_\_\_

PRINT PARENT or ADULT STUDENT'S NAME: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

**(Please use one form per student)**

Please indicate which you will be using:

**Facetime** Email or Phone Number for us to contact you:

\_\_\_\_\_

**Skype** Email or Username for us to contact you:

\_\_\_\_\_

**PRINT Legibly Or We Can't Contact You!**