

# PRIVATE LESSON POLICIES

Private lessons are a supplemental opportunity for a student to receive more individualized instruction and feedback from a teacher. Private lessons are meant to support (not replace) a dancer's class instruction and independent practice. Because time and studio space are limited, priority is given to those dancers who practice independently and will therefore be able to maximize the productivity of their private lesson time.

ALL private lessons must follow this procedure:

1. To request a private lesson, fill out the appropriate online Private Lesson Request Form:
  - Beginner through Prizewinner dancers should use this form (school login required) - <http://teelin.com/TSID/logon/private-lesson-requests/>
  - Champion dancers should use this form (Champ Blog login required) - <http://teelin.com/TSID/champ/wp/private-lesson-requests/>

Note that ALL private lessons need to be requested through one of these forms, even if the lesson will take place at a home instead the studio, and even if the lesson has been discussed verbally and will be occurring soon. This is an important communication step to help Maureen keep track of private lessons.

2. Maureen will receive the request, and will either reply to you herself, or will forward the request to another instructor, and then that instructor will contact you.
3. All private lessons held at the Teelin studio must follow the procedures to reserve studio space, per the guidelines posted on the Studio Calendar page of our school website. The reservation must be marked as a private lesson, not a practice time, and will be listed with both the name of the instructor and the name of the student(s) in the lesson.
4. If the lesson is being taught by someone other than Maureen, then that teacher is required to connect with Maureen prior to the lesson being taught to briefly review a lesson plan, and tell her when and where the lesson will be held. That teacher is also required to send a summary email to Maureen and copied to the student/family after the lesson has been taught.
5. Students should bring both a notebook and a video recording device (such as an iPhone) so that they may leave the lesson with tangible feedback to then work on in their independent practice. If the lesson is with a teacher other than Maureen, share those videos and notes with Maureen after the lesson.
6. Parents are not allowed to sit in on the private lesson, but may be invited in at the end of the lesson to review notes or to videotape.
7. Lesson fee should be established during the emailed communications prior to the lesson, and then payment should be handed to the instructor at the beginning of the private lesson.

If you have any questions about these policies, please ask.

