

Lesson Fee and Payment Ledger

This is an easy way to keep track of student payments for a small studio, or neighborhood music teacher.

Just keep this handy on a clip board by a payment box where you teach. Some teachers charge by the lesson, but I prefer a monthly fee due at the beginning of the month. Just check off the monthly box after payment is made. Make clear your payment policy when your students begin, or at the beginning of each teaching year. I use printed reminders on occasion, but mostly email.

A small neighborhood studio can be well organized which avoids frustration for both teacher and parent.

Make your policy and give it out to parents when students begin.

Some information to include:

***Your Name**, contact information and lesson fees (note when payment is expected).

***A calendar** of lessons days and times, I use a school calendar so I follow the holidays and days off. I make it clear when there are no lessons.

***A Lesson schedule** with student times and days and parent contact information? If the parents agree to sharing that information it is useful if students want to trade a lesson day or time for appointments or events that may come up. The parents can trade a lesson time themselves and then the teacher doesn't have to try to arrange for changes in schedules.

***Recitals:** schedule these ahead and give plenty of notice for date, time and location and also expected dress. I provide the punch and paper ware, but ask families to bring refreshments. If there is a theme, I also include that information. I make reminders and email reminders several times. It's important to make sure parents are informed. For many years I have ended lessons with an afternoon recital at a local nursing home. Once we are finished, we return to my home for ice cream sundaes, it's my Ice Cream Recital. Students and Nursing Home residents love it.

*Include **your policy** for missed lessons, if you will make them up or not. I will make up lessons if I need to reschedule, and have held master classes and mini recitals or group theory activities.

*Will you charge for or provide Supplemental music, folders, and scale and exercise sheets? Include a small fee for that in your lesson fee? Will you buy the lesson, theory and technique books and have parents reimburse you or will you give them the information and have them make those purchases? Decide ahead and include that information in your policy.

*Also include what **months you teach**, I spend time with my family in December so have an early recital and then break until January. I usually finish in May or June and sometimes hold music day camps in the summer.

If you have well thought written plan you can go paperless and email the information. I have found that lessons go smoothly when I have extra music, scales and exercises incase a student forgets their music. **ALWAYS Keep a copy of the recital song**, these can get lost or even chewed up by a dog! (That actually happened to a student!)

Happy Teaching!

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