

ATTENDANCE POLICY

Jake's School of Drums & Percussion

Effective 2/5/07

The instructor is required to make up lessons that are missed due to:

Part I. The Instructor's absence

From time to time, the instructor will cancel lessons due to professional engagements. It is my responsibility to notify the student of any cancellations and to re-schedule at a time that is mutually convenient.

Part II. Jake's School closing (due to inclement weather)

It is my responsibility to contact and notify the student of any closings caused by inclement weather. It is my responsibility to schedule make-up lessons at a time that is mutually convenient.

Part III. Lessons missed by a student

Lessons will be made up only in the event of the student's illness or a death in the family. All other absences will be considered "un-excused" (ex. after school activities, sports, traffic, change in work schedule, etc.) unless Jake's School of Drums and Percussion is notified one day prior to the scheduled lesson. If the instructor *is not* notified of an absence, it will be considered an "un-excused" absence. If a lesson must be cancelled and the instructor cannot be reached, please call the Jake's School of Drums & Percussion 24-hour Voice Mail **(856-863-9646)** and leave a "detailed" message.

Part IV. Unexcused absences

There will be no make-up lessons for un-excused absences. Refer to Part III for the criteria that constitutes an "unexcused absence".

Part V. Lesson block adjustment

A. Lesson blocks *will not* be adjusted *unless* specific arrangements have been made in accordance with the **Jake's School Attendance Policy** for school trips, vacation, summer camp, band camp, sports camp, or other absences of one week or longer.

B. Lesson blocks *will not* be adjusted if "make-up lesson" time is due at the conclusion of a lesson block. Make-up time will be added to scheduled lessons in the new lesson block until all "make-up" time has been completed.

Part VI. Agreement

I, _____, agree to the terms and conditions of the Jake's
Parent or Student (if over 18)
School of Drums & Percussion Attendance Policy.

Student's name (Please print)

Date

Signature (Parent or Guardian)

Date

Instructor's signature

Date

