



Teacher's Guide to Summer Private Lessons

Summer Lessons are an important part of our Music Artistry program at Kathy's Music. We expect teachers to teach 6-8 weeks in the summer to help retain current students and to work with new students to help fill their roster in the fall.

We will be offering lesson packages in increments of 4, 6, or 8 lessons to be completed by August 1st. Families will be asked to tell us if they are NOT going to do summer lessons during the month of April via our Fall Re-Enrollment Google Form so we can open up slots for new students in May. In this form, families will also have the option to choose 4 or 8 lessons instead of the traditional 6. The June Payment will be for 4 lessons. July will be for 2 or 4 lessons depending on the size of the package.

Summer brings Flexibility, Focus, & Opportunity

- 1) **Flexibility:** Great news! Summer brings flexibility in scheduling for you and for parents. You are in control of the lesson schedule for your blocks of studio time. You can work around your vacation schedule as well as other commitments during the summer and still retain students. NOTE: We are using the fall schedule for 2021-2022 as a guide for scheduling summer lesson time in studio.
- 2) **Focus & Feel:** Summer also brings an opportunity for a student to focus on a specific area of study that they are very interested in. We urge you to be creative and make summer lessons feel different. Use a different book or invite your student to try some new things. Change up the order or pace of your summer lessons so it really does feel different. Consider using a game, theme, or content to keep your students engaged and motivated.
- 3) **Opportunity:** Use this summer as an opportunity to transition students back to in person at least some of the time if possible. We would much rather make that transition in a slower time of year with less pressure than the fall of the school year.

What do you need to do?

- 1) Decide what weeks you will be teaching lessons this summer with a goal of teaching 6-8 weeks..
- 2) Remind families to communicate their Summer lesson plan between April 1st and 10th via the Fall Re-Enrollment Google form. We will have an email template for you to send to families; we will also be emailing families directly through Active Campaign.
- 3) Use Sign Up Genius to create an easy way for parents to book their lessons. We will be offering a training on how to set this up. You will be paid for time spent attending the training and time spent setting up the schedule in Sign-Up Genius - just report it as admin time on your timesheet.

SUMMER FAQ's

How many lessons are students enrolled for automatically?

Students are automatically enrolled for 6 of their current length of lessons.

What if I have a student who wants to take more/fewer lessons during the Summer?

That is fine! This year we are asking students to choose between packages of 4, 6, or 8 lessons to simplify the process. There will be a question surrounding this on the Fall Re-Enrollment Google form.

What if I have a student who would like to pause lessons for the Summer?

They must notify us via the Fall Re-Enrollment Google form between April 1st-10th or via the Change Enrollment Form between April 10th-May 28th.

When are the dates of our Summer session?

Summer session is June 3rd through July 31st. The studio will be closed July 1st-4th starting at noon on the 1st. (A reminder that Spring make-up week is May 3rd-June 2nd. Lessons during makeup week are virtual to allow for studio cleaning and prep for the Summer.) Teachers may request to teach the first two weeks in August if needed.



Teacher's Guide to Summer Private Lessons

How do I schedule Summer lessons?

We are asking all teachers to use Sign-Up Genius when scheduling Summer lessons this year to create consistency across the program. This also makes it easier for the office to fill any open slots you have. We will be offering a training on how to set this up. Remember to use the Fall 2021 schedule to see when and where you have studio space for lessons; virtual lessons do not have to happen during these time blocks.

When and what do I need to let the office know?

Families will let the office know directly whether they plan to take 4, 6, 8, or no Summer lessons via the Fall Re-Enrollment Google form. We ask that you send your Sign-Up Genius link by May 1st.

How do makeups work in the Summer?

This is the information we communicate to parents: Once summer lessons are scheduled with your teacher for the upcoming month, you may request a scheduling change if needed. All we require is that you give your teacher at least a one week advance notice of your request. Rescheduling is subject to availability in your teacher's schedule. Last-minute cancellations or no-shows cannot be rescheduled or made up. (Exception: One lesson per summer may be made up in case of illness or emergency.) We regret that credit cannot be given for missed or unscheduled lessons.