

## Lesson Exchange Instructions

When you need to exchange a lesson because you have a conflict (school field trip, medical appointment, etc.), please feel free to use the contact list (coming out soon) and **call or email another student for an exchange**. Be sure to copy me on the lesson exchange plans, and be sure to do this well in advance. If the emergency is last minute, it's best to call 638-5295 (my home phone) and leave a message since the telephone ringer is turned off at the studio (no lesson interruptions). And remember – when you miss a lesson due to sudden illness or family emergency and give twenty-four hours' notice, a make-up lesson is *guaranteed*. The reality is that I have never had to say no to a make-up lesson for an emergency, but (as is only fair) students who have given twenty-four hours' notice receive first preference on available make-up lesson slots. Due to limited time, there are no make-up lessons offered for vacation/leisure travel.