



## Private Lesson Studio Policy: Maurice Cahen

### **Intro, Teaching Philosophy, and Goals:**

Practice slow, be open and enjoy the process.

### **Required Materials:**

- 3 ring binder with 5 dividers
- pencil & eraser
- metronome
- tuner or (metro-tuner)
- water bottle if needed
- Spare set of guitar strings

### **Syllabus:**

Classes are tailored to each student specific needs.

### **Student Responsibilities:**

- **Practicing:** to be discussed with teacher
- **Recitals:** student is encouraged to perform once a year or more

### **Recommendations for Parents:**

Facilitate communication and give support.

### **To Get in Contact:**

Parents can contact teacher via email [mauricecahen@gmail.com](mailto:mauricecahen@gmail.com). Please be patient. It might take few days to get back to you but I will. Do not hesitate to contact your teacher and keep communication open. Any concerns or questions should be addressed asap.

**How to report a student absence:** Please contact the WCMS main office by calling 781-721-2950 – you may leave a message at any time and the message will be date & time stamped. You may also email the school at [wcms@winchestermusic.org](mailto:wcms@winchestermusic.org) Absences reported 24 hours in advance of the lesson time are considered an excused absence. You can also directly send an email to your teacher. Less than 24 hours in advance are unexcused absences.

**WCMS Make up Policy:** I strictly follow school policy. One excused absence from private lessons per semester will be made up. A student absence must be reported to the WCMS office 24 hours in advance to be considered an excused absence. There are no make-ups for classes or ensembles missed by the student. All lessons, classes and workshops missed because of teacher absence or school closing will be made up. Make-up lessons may be given during or between semesters. Make-up lessons missed by a student for any reason will not be rescheduled or refunded.

**Health and Safety:** For updates about the WCMS response to COVID-19, please refer to the COVID-19 page of our website (<https://www.winchestermusic.org/covid-19-information>)

Please do not come to class if you are sick. The same approach goes both ways as a sign of mutual respect. Thank you very much for respecting those guidelines.