



Studio Policies - Updated August 2018

Enrollment & Payments

- **Important:** [Registering with this form](#) is required to begin lessons.
- **Important:** Signing the **release waiver** at the bottom of this document is required to begin lessons. Please print two copies, sign, and bring to your first lesson.
- I accept cash, checks, and PayPal.
- Lesson plans:
 - A trial lesson is free of charge. It is available to anyone who has not taken any private or group classes with me yet.
 - A single lesson is \$100/hour.
 - A package of 8 lessons is available for \$700. Payment is due up front, or in two payments, one on the first lesson and one on the fifth.
 - A monthly lesson package is available for \$320/month. There is a minimum of three months, with the possibility to cancel at any time thereafter.
 - Video chat lessons are available for \$70/hour.
 - A travel fee will be added to in-home lessons. \$10 per ½-mile from my home in Mount Airy, Philadelphia.

Absences and Make-Ups

- “Excused absences” include family and medical emergencies and storm days (based on the Philadelphia school system), as well as those with a 24-hour notice.
- “Planned absences” (i.e. “I’ll be out of town the third week of this month”) must be communicated to me at the time of payment at the beginning of each pay period. Your payment will be prorated for the missed lesson.

- “Unexcused absences” include no-shows and those missed without 24-hour notice.
- Make-ups will not be granted to unexcused absences.
- Make-ups for excused absences are granted based a 24-hour notice given to me at the time of the absence.
- Missed make-up lessons will be forfeited. Once scheduled, make-ups cannot be rescheduled.
- Make-ups will be scheduled at a time mutually agreeable to you and myself.
- Two excused absences are allowed for each of the following periods:
 - September 1st - December 31st
 - January 1st - June 30th
- One excused absence is allowed for the summer;
 - July 1st - August 31st

Student Lateness

Out of respect for my other students' lessons, lessons that start late will not extend past our original designated time. Lost time due to tardiness will not be made up. Students arriving after 15 minutes forfeit that lesson.

Teacher Absence

If I cancel a lesson or a group class, a make-up may be scheduled at a mutual convenient time or credit/refund will be given to you.

For Students Under 18

For liability purposes, a parent or guardian **must** be in the room while lessons are taking place, especially for lessons occurring at my home studio.

My contact information

Joseph Arnold

407 Glen Echo Rd, Philadelphia, PA 19119

josepharnoldstudios@gmail.com

202-304-9728

PayPal username: jarnold84@gmail.com

Release from Liability

Joseph Arnold, Alexander Technique Teacher

407 Glen Echo Road

Philadelphia, PA 19119

202-304-9728

josepharnoldstudios@gmail.com

JosephArnold.com

Alexander Technique Lessons

Student Name

Parent or Legal Guardian's Name (if applicable)

General liability release and consent to physical touch

"I hereby acknowledge that there may be risks, however minimal, involved with Alexander Technique lessons. I also acknowledge and accept that Alexander Technique lessons involve physical touch to my body by Joseph Arnold.

"The private areas of my body (breasts and genitals) are not to be touched directly by the practitioner. However, I hereby give permission for the practitioner to lightly touch other areas of my body such as my head, arms, abdomen, legs, back, face, etc., for the sole purpose of teaching the Alexander Technique.

"I hereby release Joseph Arnold and his business entities from any costs or claims or liability arising from participation in Alexander Technique lessons."

Print Name_____ Signature_____ Date_____

Permission from parent or guardian for a minor to participate (if applicable)

"I hereby allow my child to participate in Alexander Technique lessons with Joseph Arnold. I consent and agree to allow Joseph Arnold physically touch my child for the sole purpose of teaching Alexander Technique. I also agree to be present in the room where the teaching is taking place for the full duration of each lesson."

Child's Name_____

Parent or Guardian's Signature_____ Date_____