

# Private Lessons Information

for Emily Wolfer

## Contact Information

**emily.wolfer@yahoo.com**

703-403-6234 (*use for specified occasions only*)

The best way to contact me is via email. I can check email while at the gym. If you do not have access to email you may leave a message on my cell phone.

Admittedly, I do not always remember things that I am told verbally at the gym. Please always email me if you are telling me something important, like canceling a lesson.

## Private Lesson Cancellations

### 24 Hour Notice Policy:

If you need to cancel a lesson, please email as soon as possible so that I may adjust my schedule. I do require at least 24 hours advance notice via email or the lesson will need to be paid for in full regardless of the reason for cancellation.

### Tardiness:

If you are late for your lesson, you will still need to pay for the entire lesson and it will end at the scheduled time. If you are more than 5 minutes late, please email and/or leave a message at 703-403-6234 to let me know you will be late. I will wait for 5 minutes, check my email and phone messages, then leave the gym if I have not received a message from you. As with any missed lesson, the lesson will need to be paid for in full.

### No-Shows:

If a lesson is a no-show, this means that I was not contacted beforehand about the lesson needing to be cancelled. After 2 no-shows the individual will lose his/her reserved recurring timeslot and will not be able to reserve a new recurring lesson for a minimum of one month (lessons may still be scheduled on a week-by-week basis).

### How to Cancel:

At least one week advanced notice on cancellations is appreciated. To cancel a lesson, send me an email and ensure that I received it. As long as I respond before the 24 hour deadline, you do not need to call me. If I do not respond, please send another email as well as call my cell phone (703-403-6234) and leave a message.

Please remember to cancel lessons even if they are on holidays. On many occasions, I still do lessons on holidays and school closings. As usual, if you do not cancel 24 hours before the scheduled lesson, you will need to pay for the lesson in full.

### Instructor Cancellations:

If I have to cancel a lesson due to the weather or an emergency, I will email at least 1 hr before the lesson. If you need to be notified in a different way please email me your contact information. Lessons will be rescheduled if at all possible.

## Payment

Lessons should be paid for in cash or check made payable to Emily Wolfer at the start of the lesson. Payments may be made in advance monthly if you like. Simply write the dates of the lessons paid for on the check to help eliminate any possible confusion.

### Half Hour Lessons

1 person: \$35  
2 people: \$25 each

### ¾ Hour Lessons

1 person: \$50  
2 people: \$30 each

### Hour Lessons

1 person: \$65  
2 people: \$45 each

Returned Check Charge: \$35/check

## Setting up Lessons

1. Email me the following information:
  - Day(s) & block(s) of **time** available  
(*ex: Mon & Thurs 4:15-6:15pm*)
  - Desired lesson **duration**
  - Desired **start date**
  - Recurring Lesson or Single Lesson
  - Your contact information
2. Receive an email from me with timeslot & start date
3. Email me back to confirm you can attend  
(*You are agreeing to pay for the lesson at this point unless you cancel 24 hours beforehand*)
4. Receive a confirmation email

Please do not assume that I got your confirmation email (step 3 above). **I will not be at the gym for a lesson unless I get a confirmation email from you.** If you don't get a confirmation email from me (step 4 above), please email again!

### Recurring lessons

If you set up recurring lessons this means that I will reserve your timeslot indefinitely.

You will need email me with a minimum of 24 hours notice if you would like to stop your recurring lessons. Remember these types of messages need to be emailed even if you tell me in person.

### Single Lesson Sign Up

If you prefer not to schedule recurring lessons, you may simply email me each time you would like to set up a lesson understanding that the timeslots available may change.