

STUDIO POLICY **2011 - 2012**

Lessons

Students will receive either 45 or 60 minutes of individualized instruction on a weekly basis. The term begins in September and ends in June (I follow the Mead School District calendar) with no lessons during Labor Day, Winter Break, Spring Break or Musicfest Week. There **will be** lessons on Veterans Day, Martin Luther King Day, President's Day and Memorial Day. Please see the Calendar of Events, which is provided for the specific dates of the teaching year.

Tuition & Fees

- Tuition is the same each month, no matter how many lessons are received (for example: December and June may only have 2 lessons, but October and March could be 5 lessons).
- **Tuition is to be paid at the first lesson of each month for that month.** A LATE CHARGE of \$25 will apply to payments received after the 10th of each month.
- Music is extra and you will receive a billing statement at the last lesson of each month detailing the tuition and music charges when applicable.
- A materials/library fee will apply once each year and is due on August 15: \$30 for 2011-2012.
- A recital fee will be added to the May tuition each year to cover site rental fees.
- Entrance fees for events will be billed on your statement or paid separately to the specific event.

Music Library and Instructional Materials

Music will be lent to the students when they need something for a short period of time (generally one month or less). Music which has been lent to students that is lost, returned with ink marks, stains or other *unusual* wear and tear will be purchased at the replacement price. I also purchase piano CD's, reference books, and miscellaneous supplies for the students to use.

Make-Up Lessons

If a student is unable to attend a lesson, please exchange times with another student from the schedule that is provided, and give me a call to let me know that you have exchanged times. If the student is ill, please call me as soon as possible before the lesson. Make-up lessons will **not** be given for lessons missed due to extra-curricular activities. **Any lesson missed without prior notification will not be made up and will be charged for.** Individual make-up lessons will be given only for students who are ill or out of town for 4 or more days within the week,

Group Lessons

Group lessons will be given several times during the year. Students will be provided the opportunity to play for other students, participate in musical games and activities and establish friendships with other piano students. Groups provide an invaluable learning experience and attendance is required. **Group lessons will replace private lessons for the week in which they are given.**

Recitals and Performances

Studio recitals are held several times each year. Participation in recitals is generally required of all students, but exceptions may be made due to prolonged illness or absence. Students who are adequately prepared may also be offered additional performance opportunities.

Termination of Lessons

In the event that you decide to discontinue lessons, **please give me two weeks notice of the termination. You are responsible for payment of all lessons up to that point and at least 2 lessons after the date you inform me.** You are not required to attend those 2 lessons, although you certainly may if you like. This policy is in place so I have time to find and schedule a replacement for your time slot.

Practice

Sufficient **scheduled** practice time on a **daily basis** is the surest guarantee that students will experience consistent progress at the piano. Learning the necessary skills to become proficient at the keyboard will not occur by simply going to piano lessons. It takes committed practice on a daily basis during the week to put skills covered at the lesson into motion. If a student comes to lessons unprepared, then lesson time must be used to practice and review rather than to teach new concepts, skills and repertoire pieces. I will expect:

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|---------------------------|---------------------|-------------------------------------|
| 5- 6 days per week | Beginners | 20 – 25 minutes daily |
| | Elementary | 25 – 30 minutes daily |
| | Intermediate | 30 – 45 minutes daily |
| | Advanced | minimum of 60 minutes, daily |

All students are required to bring a notebook to each lesson in which their assignment will be written. In addition to the above time expectations, each student will be required to practice according to the instructions written in the notebook.

It is the position of my piano studio that extra-curricular activities such as sports, drama, dance, gymnastic, etc. **are not** considered valid excuses for not practicing during the week. Please respect my curriculum and my commitment to your child's musical education by maintaining a priority level for piano studies. With commitment to learning the art of music comes the decision to practice on a regular basis. Consistent progress results in pride, satisfaction and a sense of accomplishment!

Communication/Conferences

Cooperation and communication between teacher, students and parents is essential. Parents are encouraged to attend lessons to observe the teaching process. Do not hesitate to contact me by telephone or email at any time if you have questions regarding your child's piano education. Individual conferences are held during the last week of lessons in June at the regular lesson time in order to discuss progress, goals and expectations and to indicate your intentions for the following year. If necessary during the year, I will contact you regarding any habitual problems or concerns.

What I Expect from Parents

- Please arrive on time and pick up your child on time - I do not offer extended care and it may be necessary for me to leave to attend to personal/professional activities.
- Please pay your tuition at the first lesson of each month. Please understand the following tuition procedures:
 - Students will be asked for the check/cash at the first lesson of each month
 - A LATE FEE OF \$25 WILL BE APPLIED FOR PAYMENTS RECEIVED AFTER THE 10TH OF THE MONTH
 - Lessons will be cancelled if payment is not received on or before the third lesson
- Follow through at home regarding practice times and lengths.
- Please provide a well-maintained, properly tuned acoustic piano, in an adequately lit location that allows for uninterrupted practice. Metronomes are also required.

What you can expect from piano instruction in my studio

- Your student will receive individualized piano instruction in a positive, caring environment, based on the learning needs of each student as determined over a period of time. I will work diligently to develop the musical potential of each student through a pedagogical approach that is based on classical repertoire, and that focuses on the development of musicianship, technical proficiency and performance.
- My studio is in my home rather than a public building, and I will provide as private and undisturbed lesson time as possible. There are occasional interruptions, but I will do my best to keep these at a minimum.
- There may be times when it is necessary for me to reschedule a lesson time due to illness or conflicts with my professional or family schedule. I will give you the same courtesy as I am asking of my students.