

## 2003-2004 Teacher Piano Studio Policy

Adult Private Piano Lessons would like to express how excited I am to have the opportunity to teach you piano. I believe music is such an important part of life. Adults usually take piano lessons for a couple different reasons. Either they took it as a child but quit and want to come back to learn what they forgot and improve their skills. Or they never had the opportunity to take lessons as a child and have always wanted to learn. Whatever the reason, I hope to help you succeed in accomplishing the goal to learn to play the piano. Below is my piano studio policy. Please read it carefully.

Piano Lessons for Adults have several options to choose from when taking piano lessons.

Attend lessons at my home for a 30 min. private lesson. \$XX.00 a month.

Attend lessons at my home for a 45 min. private lesson \$XX.00 a month

Attend lessons at my home for a 30 min. private lesson with a 15 min. lab \$XX.00 a month

I travel to your home for a 30 min. private lesson. \$XX.00 a month

I travel to your home for a 45 min. private lesson. \$XX.00 a month

If you are having lesson at my house, please be on time for your lesson. If your lesson is from 4:00-4:45 and you come at 4:10, the lesson will still end at 4:45pm. This insures that none of my lessons will run behind.

Money is due on the first lesson of the month. If you are late with your payment, please add a \$XX.00 late fee on your check. I charge on a monthly basis, not weekly.

If you miss a lesson, or if it's a five-week month, it is still the same amount. A student who does not attend a lesson will simply miss the benefit of that lesson. Your monthly fee reserves you a weekly time slot and benefits within the studio. However, in case of sickness or an emergency I will provide up to 3 makeup lessons a year. If I must miss a lesson I will call and reschedule with you. If you have any questions, please ask.

A \$XX.00 Non-Refundable Studio Fee is required for each academic year or whenever you begin piano lessons. This enables me to provide students with loaner music, room rental for the spring recital, music library materials, miscellaneous handouts and monthly newsletters, and use of accompaniment CD's during lesson time.

A three-ring binder (binders with pockets are preferred) is required along with lined notebook paper and dividers.

Students are required to complete their assignments each week. Daily practice is vital to musical progress. The recommended amount of practice time will be discussed with the student, and should be practiced at least 5 days a week.

Students are expected to continue lessons in the summer months. If they do not continue lessons in the summer, they will be put on a studio waiting list for the fall. However, if you wish to hold your spot for the fall, you can continue to pay the monthly piano fee during that time.

I let the answering machine take calls during lessons. Leave a message and know that I will get it. My husband and I own a home business, Photographic Memories. If you get my machine you have called the correct number. Just press 2 and leave a message. The best time to reach me is before 2:00pm or after 7:00pm. You can also reach me by email. My email address is at the bottom. I check my email several times a day.

My Music Library offers the students a chance to play from a variety of books without having to purchase them. Any borrowed music that is not returned or is returned damaged will be charged to the student at its replacement cost.

In the event you decide to discontinue lessons, a month paid notice is required. You must finish the remainder of the month or forego any unused lessons, as there is no refund given.

My responsibility to you is to provide an atmosphere for learning and a well-balanced musical education. Professional standards will be maintained and definite goals will be established for each student. It is my goal to give you the best possible music education. I belong to professional organizations, attend workshops and educational programs, subscribe to professional publications, and engage in other activities on a continuing basis in order to provide opportunities for professional growth and enhance my own teaching skills.

Thank you! If you have any other questions or concerns, please don't hesitate to call me!

Teacher phone email

Member of State Music Teacher Association and Music Teacher National Association

Currently serving as Vice President for the Tooele Chapter

Please sign and return by the next lesson...

(I would encourage you to make a copy for your own records)

I have read, understand and agree to the terms of the policy printed above.

Date / Signature