

POLICY STATEMENT AND AGREEMENT

To work efficiently and provide the maximum benefits of piano instruction, I ask each parent and student to understand and follow these policies.

1. Missed lessons will not be discounted on the next month's charge unless notice is given at least 24 hours in advance. Otherwise, unless there is sudden illness or a family emergency, the lessons will be charged for.
2. Lessons will not be made up at another time unless at least three weeks notice is given.
3. Promptness is requested. If a student is late for a lesson, he/she will lose the time he/she is late.
4. Payment is to be made at the first lesson of each month for that month's lessons, including group lessons. When the student receives books or materials, these charges will be added to the following month's tuition.
5. Lessons may be terminated by the instructor at any time but particularly if the student is not prepared for three lessons during a semester. I can only teach a certain number of students. It is not fair for me to keep a student who is not working and have to turn away someone who really wants to learn piano.
6. If lessons are terminated in the middle of a month, the remainder of that month's tuition will not be refunded.
7. Students are expected to participate in end-of-semester recitals in December and June. Families are asked to bring a snack or a drink. Parents and friends are invited to these recitals.
8. Attendance is required in monthly group classes in performance and ear training. These are held at 4 to 8 week intervals. I will have a schedule for these at the beginning of each semester. There is a \$\$ charge added to that month's bill which will cover room rental and refreshments. Classes are not open to parents or friends. If problems arise, please communicate them to me by mail, telephone or e-mail. Please feel free to call me at any time with any concerns or questions.
10. Parent-teacher conferences are scheduled at the end of each semester. These for which there is no charge, are done over the phone at the student's scheduled lesson time. Students are given teacher evaluation sheets at the end of the year.
11. It is of utmost importance that the student have a regular practice time. I expect each student to practice 30 minutes daily. It is best to schedule this in the morning or as 15 minutes in the morning and a 15 minutes after school or in the evening. The home piano should be in tune and in a room free of distractions. I ask parents to support the student's practice time by 1) helping the student find the time(s) that will consistently be used only for piano practice, 2) keeping the student free of other responsibilities during that time; and 3) keeping siblings from interfering with and distracting the student during that time.

The student will study music from the classical repertoire, from Baroque through Romantic and contemporary, including ragtime and popular music. All students play duets. If the student is

interested in jazz, improvisation or composition, these will be included in the lesson. Theory and ear training, which open doors to true musical understanding will also be taught.

My attempt is to bring awareness of the beauty of music to the student in a way that is within his/her grasp, and to nurture a love of music.

The study of music touches everything else in life. I encourage self esteem and self discipline as well as an artistic sensibility and intellect. There is one thing I can guarantee: the study of music makes one's life better.

Credentials

Education: (deleted)

Memberships: (also deleted)

I have read the policies above and agree to follow them.

Parent Signature / Date

Student Signature / Date