

## The Piano Studio Of Teacher

### Policy Sheet For 2003-2004

#### Lessons

There are 28 piano lessons scheduled from August through May. Three Performance Classes and three rehearsals are also scheduled during the year.

Students should be on time for their assigned lessons with all their music books. If on occasion you need to drop your child off early or pick them up late (more than 5 minutes), please check with me first.

#### Tuition and Billing

Payment for the entire year – due on or before **Aug. 21**

**2** equal payments – due on or before **Aug. 21**, 2003 and Jan. 6, 2004

**10** equal payments – due on or before the 15<sup>th</sup> of each month, with the exception of the first payment, which is due **Aug 21**.

A late fee of \$10 will be added to any tuition payment that is not received by the 15<sup>th</sup> of the month it is due. Your tuition pays for 28 lessons from mid-August through the following May, 3 performance classes, extra rehearsals, and the recital.

#### Other Fees

A music and materials fee of \$50 is assessed the first month of the year for new students (students from last year have a balance left on this fee). The cost of new music will be deducted from this account as the year progresses. Entry fees for piano events will be added to the monthly bill. When the balance drops below \$10, you will be assessed for an additional \$50 during the year.

#### Music

Students will purchase a lesson book, theory book, and other books or sheet music as needed. Students will also be using music from my music library. The music library offers the students a chance to play in a variety of books, without having to purchase these books. Any borrowed music that is not returned, or is badly damaged will be deducted from the student's materials fee at its replacement cost.

#### Missed Lessons and Swap List

Make-up lessons will **only** be given for sickness or family emergency when I am notified by 8:00 a.m. the day of the student's lesson. Lessons missed due to last minute illnesses will be made up at the teacher's discretion. Lessons missed due to the teacher's cancellation will be made up. **If the student cannot attend the lesson for reasons listed above and cannot arrange a trade the lesson is forfeited.** If a make-up lesson is canceled or missed, the lesson will not be rescheduled.

The **lesson exchange list** is a resource to enable the parent to rearrange a lesson when a conflict arises. The parent will call names on the list to arrange a lesson swap. The teacher must be notified when a swap has been arranged. If a student misses the traded

lesson, a make-up lesson will not be scheduled. The lesson exchange is for a one time conflict, not for a permanent lesson trade. Permanent lesson trades will be made only by the teacher.

## Practice

Without regular practice at home, the students will end up practicing during their lessons, rather than refining their skills and learning new skills. Practice is **not** about playing through their piece once or twice. It should involve stopping to work on notes or rhythms they keep missing. Practice skills are taught in the lessons, and students should utilize these skills at home. Younger students need parental help in finding time to practice and knowing how to practice. As students mature, they should be able to take on the responsibility of practicing daily and practicing correctly.

Suggested daily practice times (these times can be split into two shorter sessions each day):

7-8 years old: 15 minutes

9-11 years old: 25 minutes

12-15 years old: 35 minutes

16 and older: 45 minutes

## Piano

Make sure to keep your piano tuned. Tuning is usually recommended twice a year, depending on the needs of your instrument. Upkeep on the piano is important. Your technician will advise you of any repairs or maintenance you need. A good resource for educating yourself about the needs of your piano is *The Piano Book* by Larry Fine. This book is sold through Amazon.com and is also available in the public library.

## Performance Classes and Rehearsals

Performance classes are scheduled three times this school year. Students pick either the Monday or the Thursday class to attend. At these classes, students play for each other and also participate in musical games. Rehearsals are scheduled three times this year prior to our festivals, recital, and rally. These are on Saturday and give the students an opportunity to try out their pieces in front of an audience of their peers in a slightly more formal atmosphere than the performing classes.

## Communication

Phone calls during the day are fine. I do not answer the phone in the afternoons when I'm teaching, so leave a message on the machine or with my children. Due to my teenagers, afternoons and evenings can be difficult to get through on the phone. Email is one of the best ways to reach me. Email me at *email*