

## Teacher Piano Studio Policy for Fall/Spring 2008–2009

Revised July 2008  
Teacher Piano Studio

Email, Phone

Credentials

New England Conservatory of Music, Boston MA  
Master of Music, composition, 1990  
Bard College, Annandale-on-Hudson NY  
Bachelor of Arts, *cum laude*, music performance & composition, 1983  
Longy School of Music/Emerson College, Boston MA, 1979–80  
Undergraduate studies in music and drama  
Active member of Palm Beach County Music Teachers Association (PBCMTA),  
Florida Music Teachers Association (FMTA), Music Teachers National Association (MTNA)  
Former member Massachusetts Music Teachers Association (MMTA)  
and New England Piano Teachers Association (NEPTA)  
Adjudicator for MMTA Non-Competitive Evaluations (piano)

My Studio

Yamaha P2 studio upright piano and Yamaha EP-120 digital piano (for recording/teacher use for duets). Extensive music library, both sheet music and audio materials.

Student's Piano

Keep your piano in good working condition, that is, all the keys and pedals working and have it tuned at least once a year. I recommend *Tuner*, his number is \_\_\_\_\_. (If you are looking to buy a piano, *Tuner* can also help you with finding one.) An acoustic piano is the best, as nothing can take the place of its touch and sound. A digital piano is acceptable. No other type of keyboard is acceptable (please see my FAQ page on acoustic versus digital pianos on the website). If you decide to go with a digital piano, it should be on a stand, have 88 fully weighted keys, full-sized pedals (at least soft and sustain), a music stand, light, and a bench of the correct height (adjustable).

Your piano should be away from distractions—TV, siblings/friends, pets, video games—but situated where you can hear your child playing. The piano area should be well lit and the piano bench situated at the right height for the student, which I will go over in lessons. If your child's feet do not yet touch the floor, please place a footstool (or similar) under their feet.

Practice

The key to successful piano playing is daily, careful practice: students are expected to practice 30 minutes minimum per day, for at least five days per week. Younger beginning students (ages 5–8) may start at a lower daily amount of practice (10–20 minutes), which should be supervised, and gradually work up to 30 minutes per day. Grades 1–6 must fill in practice times in their assignment books, and have them signed off by parents. Older students should make every effort to a commitment to a weekly practice routine, which includes 30–60 minutes of practicing per day.

Practicing piano takes concentration, and, unlike group activities, can sometimes be lonely, making it hard for the student to face practicing and actually to even *get* to the piano! The time spent should be

*thoughtful, concentrated practice*—what counts is *quality time*, not quantity. Try breaking practice sessions into two for better quality practice. Parents, please encourage and support your child, give lots of praise for accomplishments, and most important, actively *listen* to his/her practice (not that is, not just while making dinner but sit down and listen to a song, without doing anything else). Encourage good practice habits by working out a set practice time each day in the best interest of your family and your child.

Please see the page on practicing on the website for more tips and links to resources for helping your child with music practice.

### Lessons in My Studio/Student Preparation

As there is no official “waiting room” at my studio, students may wait in the car or quietly on the front patio, so as not to disturb the lesson in progress. Try to be no earlier than 5 minutes before your lesson time, as it is distracting for the student whose lesson is in progress. And of course try not to be late, missed lesson time cannot be made up. By being prompt, your child will know that you respect the work that they are doing.

Parents: If dropping your child off and not waiting, please make sure that s/he is safely on the patio before driving away and please be prompt in picking up your child. If waiting, please pull up as far as possible in driveway because other students may be on their way after your lesson time.

Students: Hands should be washed and all food, candy, drinks, and gum left behind in the car. Fingernails need to be cut short, even with the end of the fingertips. If students arrive with long fingernails, lesson time will be spent cutting them short.

### Missed Lessons

There are no makeup lessons or rescheduling of lessons for any reason including student’s vacations taken on the part of the student that are not part of the *Calendar* (see below), sports activities, drama productions, mandatory school events, playdates, school trips, etc.

Remember, a weekly lesson time for the year is a purchase of teacher and studio time, prepared in advance to be free from interruptions and distractions, and reserved exclusively for students each week—that timeslot remains committed to the student whether the student uses the time or not. (The in-studio lesson time is only a portion of what is covered by the tuition fee.) Missed lessons are not made up, nor are fees adjusted.

Once your scheduled lesson time is in place, it is expected that music study will have priority. Since I do not do makeups or reschedule lessons, be sure to choose a lesson time that is one in which you feel confident that you will have no other conflicts with. If an occasional schedule conflict should arise, you may use the Swap Sheet to trade lessons with another student (see under *Swap Sheets* below).

If the teacher misses a lesson, which rarely happens, it will be made up, either with a makeup lesson or a tuition credit.

There are no refunds for any reason.

## Swap Sheets

You may swap your time with another student, using the student swap sheet that will be sent home in the binder as soon as my schedule is completed. If you swap, please inform me of the change. No makeup lessons will be given if any confusion from this arises—if two students arrive at the same time, the student whose slot it is will be given a lesson. Please inform me at the first lesson of the fall semester if you do *not* wish to have your name included on the swap sheet.

## Termination of Lessons by the Student

If the student wishes to not continue lessons in a *current* semester, there is no refund.

## Dismissal of Student by the Teacher

I reserve the right to terminate lessons with a student for any or all of the following reasons:

- Uncooperative or repeatedly disrespectful, disruptive, or abusive toward me during lessons.
- Repeated failure to prepare assigned material, bring materials to lessons, read the assignment sheet, and mark practice time on the sheet.
- Lack of progress due to insufficient effort to practice minimally on a regular basis.
- Excessive absences or missing lessons without letting me know ahead of time.
- Parents failing to meet payment obligations.

## Piano Party/Spring Recital

For students, there is the Winter Piano Party, and the Annual Spring Recital in June. The Winter party is more casual and a wonderful chance for students to play for each other and their parents in a relaxed, festive atmosphere. The more formal Spring Recital is held in June. All students are expected to participate in these performance events.

## Evaluations

One progress report per semester will be mailed to parents. At the end of the year, there will be a short parent/teacher conference to discuss the student's progress, goals, etc.

## CALENDAR

School Year, 2008–2009

Tuesday, August 26, 2008–Saturday, May 30, 2009

36 lessons

The school year comprises 2 semesters.

Fall/Winter Semester: Tuesday, August 26, 2008–Saturday, January 17, 2009

*18 lesson weeks*

*No lessons:* Please see Calendar.

Winter Holiday Piano Party, Sunday, December 7, Place: My studio, Time: TBA

Winter/Spring Semester: Tuesday, January 20–Saturday, May 30, 2009

*18 lesson weeks*

*No lessons:* Please see Calendar.

Annual Spring Recital, May 2009

\*\*\*The complete *Calendar* is on the website and available for download\*\*\*

## TUITION

Note: If you choose the monthly installment plan, the 1st payment is due August 1, not 20. See *Payment Schedule* below.

Yearly Tuition (30-minute lessons):

Payment Schedule:

1 yearly payment \$\$ Due on or before Aug. 20.

2 semester payments \$\$ Due on or before Aug. 20. Spring: Due on or before Jan. 15.

4 half-semester payments \$\$ 1st payment due on or before Aug. 20, 2nd payment due Nov. 1.

Spring: 1st payment due on/before Jan. 15, 2nd payment due Apr. 1.

10 monthly payments \$\$ 1st payment due on or before Aug 1. Each successive payment due on or before the first of the month, from Sept. 1 to May 1.

Yearly Tuition (45-minute lessons):

Payments:

1 yearly payment \$\$ Payment schedule is the same as for 30-minute lessons above.

2 semester payments \$\$

4 half-semester payments \$\$

10 monthly payments \$\$

Yearly Tuition (60-minute lessons): Please double all amounts for 30-minute lesson fees/schedule above.

Tuition remains constant regardless of the number of lessons received in any given month.

## Late Fees

You are responsible to remember when payments are due depending on your payment plan; a \$15.00 late fee will be charged on any payment not made within 7 days of the due date for a payment. If payment is not made within 14 days of due date, lessons will be suspended until payment is made. This policy regarding payments and late fees is strictly enforced.

## Books and Materials

All students need to have the required books and materials for lessons, TBD on a case-by-case basis. I will give you a list at either the interview or before the first lesson. Parents are responsible for the purchase of these materials. In addition to their piano lesson books, all school-age students will need:

- Metronome (make sure it's loud enough, any questions about this, just ask)
- Hard-cover, 1/2-inch, 3-ring binder with pockets
- Blank music staff paper notebook (small or full-size is fine)
- CD player/boom box/iPod within easy reach of student

I strongly support local business; if you can, I recommend that you purchase your materials at *Store*, they have everything in stock that you'll need (except for the binder).

If you are unable to visit *Store*, use *Site* for book orders (you can type in my teacher code, which I will give you, and see exactly which materials are needed for your child):

For other music sites that I recommend, please see under "resources" on the website.

\*\*\*Please do not order your books at *Site*! They are terrific but *not* for piano method books. Often, books get back-ordered or are not available.\*\*\*

Learning to play a musical instrument is one of the most rewarding experiences in life. It is enjoyable but also involves work and self-discipline. Regular *daily* practice, no matter how short a session each day, is essential to any student's progress, no matter how talented s/he may be. All students, but especially younger students (aged 5–10), *need close supervision and support* especially in this endeavor. The payoff? An incredible feeling of self-worth and self-esteem, success, and happiness playing music.

I sincerely hope that the combination of my teaching and your encouragement at home will make studying music and learning to play the piano a wonderful, enriching, and joyful experience for your child and the beginning of a life-long love of music.

## Contact Me

Feel free to contact me if you have any questions or concerns at all, including how your child is doing, practice strategies, etc. The best way to reach me is via e-mail or phone—please call between Tuesday and Friday, during the day, and if you don't reach me, always leave a time on my voice mail when I may call you back.

Teacher Piano Studio CONTRACT

All parents are required to read and sign below that they have read and agreed to this policy. All students must sign the contract committing to careful attention to assigned pieces and written music work and a regular practice schedule.

Please sign below, indicating that you have read the policy and agree to its terms, and return to me. I will make a copy and give it back to you at the first lesson. *Please keep a copy for your records.*

PARENTS: I agree to the above studio policy and wish to sign up \_\_\_\_\_  
for the 2008–09 Fall Semester.

Signature \_\_\_\_\_ Date \_\_\_\_\_

STUDENT: I agree to follow all the rules that apply to me, to pay careful attention to my assignments, and to commit to a *regular* practice schedule.

Signature \_\_\_\_\_ Date \_\_\_\_\_