

1999

## Teacher's Piano Studio Policy

It is my goal as a teacher to give you the tools necessary to enjoy music as a gift from God. It is also my goal to equip you with the knowledge and skill necessary for piano proficiency. I have been teaching for six years in the Wichita area. I am a member of MTNA (Music Teacher's National Association) and hope to soon be MTNA certified. Currently, I am one year from completing my piano performance/pedagogy degree from Wichita State University. I truly enjoy the teaching experience, but even more, I enjoy learning. As I am often inspired through the excellent education I receive, I hope to pass on a portion of the excitement to all my students.

In order to make your time as a student, and my time as your teacher the most productive, I have established the following policies:

**Lesson Times:** I try to work with each of my students in order to give them the most convenient lesson time. Because my college schedule changes each semester, my available lesson times will also change. I have traditionally taught only on Mondays, Tuesdays, and Thursdays. I hope we will be able to work together to provide the maximum quality time for each student.

Participation in summer lessons and summer activities is required to reserve a space for fall lessons.

**Location:** Currently, I am teaching at Church Name, Address, City. Church is very gracious to allow us to use their seven-foot Yamaha piano for lessons. Please show your gratitude by not disrupting the quiet atmosphere in any way. Be prompt in picking up your children at the appropriate time. If the door is locked when you arrive for your lesson, simply wait there until it is opened for you.

**Attendance:** Regular and prompt attendance is required to make appropriate progress. If you are unable to make it to a lesson, please inform me as soon as possible. There is an answering machine at my home phone and there is usually someone answering the church's phone phone. I frequently use email to communicate with parents, but I ask notification by phone for a child's absence.

### Payment:

**Tuition** A yearly tuition of \$\$ is charged per student. This tuition is divided into 12 monthly fees of \$\$. This tuition is due by the 10<sup>th</sup> of every month. At this price, the student is guaranteed that I will be prepared and present to teach 44 weeks per year. Approximately 7 of those weeks will be 45-minute group lessons, the remainder will be 30 minute private lessons. Tuition for 45- minute private lessons will be \$\$, divided into 12 payments of \$\$.

**Registration and Fees** A \$\$ registration fee must be paid for each student by Sept. 10<sup>th</sup> of each year. This fee will reserve a 30 minute time slot for each student and will help deflect the cost of recitals, CDs, and other educational materials. A \$\$ fee for assignment pages and a Home Practice Journal is also due by Sept. 10<sup>th</sup>. You will be notified of any additional costs for materials. Examples of this might be a \$\$ materials fee for various summer projects

**Missed Lessons** A student who does not attend a lesson will simply miss the benefit of that lesson. There are no refunds or discounts given unless I am unable to teach the promised number of lessons. However, families may trade their lesson time with another student to help avoid absences. I must be informed prior to and after arranging a swap. No make up lessons will be given if any confusion from this arises. A current swap list will be provided each semester. Please continue to inform me when you are unable to attend. This lets me know you are still committed to lessons.

**Illness** Students who miss a lesson due to a legitimate illness will be able to participate in 1 group make-up lesson per semester.

**Recitals and Opportunities:** Many opportunities for recitals and other keyboard events occur every year. I keep my students informed of these opportunities through a periodic newsletter. I do require my students to participate in both our Christmas and spring recital. Our Christmas recital has traditionally been a multi-keyboard, multi-instrumental production. It is one of the most exciting events of the season! The spring recital is an evening of memorized classical music performed by individual students.

Participation in Music Progressions is also required. Other activities will be at the students and parent's discretion.

**Books and Materials:** I will let you know what books are necessary for the student's progress, but obtaining them will be your responsibility. Most books can be purchased at Senseney Music Inc., 2300 East Lincoln. It is important that books be purchased in a prompt manner. I understand the expense that books can incur, and I promise that I will only choose books that I think are necessary and beneficial for the student's progress.

Each student will also need to purchase a 3 ring binder with pockets. This will be used to keep assignments and Home Practice Journals in order. It can also be used as a scrapbook for recitals, competitions, etc. I would encourage you to purchase a binder with a clear plastic cover so that students may create a personalized cover page.

**Practice Time and Other Requirements:** I like to emphasize the quality versus quantity of time practiced. However, in order to get good quality practice, a minimum of 30 minutes a day, five days a week is necessary. As students advance and mature, this requirement will increase. I try to be very specific about practice techniques to the student and the parent, so that each knows what quality practice consists of. I provide each student with a Home Practice Journal that requires them to report on their practice session. Parents should then validate their children's report by initialing in the appropriate box. I ask that parents read the comments and assignments I make to ensure that the student is fulfilling the requirements.

Weekly assignments of theory and technique are of utmost importance. These should be completed at the first of the week to help enhance the learning process.

A piano or a digital keyboard with full-sized keys is required to make progress. I encourage each family to purchase a piano if possible, as nothing can take the place of its touch and sound. Please try to have your piano tuned twice a year (the best times are spring and fall). A metronome is necessary for all students, but may be purchased at a later date.

I would like a parent to be present at one lesson per month. This helps keep you in touch with your child's progress, accomplishments, and difficulties.

**Dismissals:** Regrettably, I will have to dismiss a student if any of these circumstances occur:

\*Failure to pay tuition on time

\*Persistent absences

\*Uncooperative attitude

\*Lack of progress due to insufficient practice or unfulfilled requirements

Teaching piano has been a very exciting and rewarding experience for me. Since music has added such richness to my life, I have been impressed with the desire to teach others about music so that they may be as blessed as I. I pray that you, as a student, will enjoy lessons and practice time as you are learning to enjoy music; but I pray most of all, that you will understand music to be a gift from God and will use your talents accordingly. Thank you for the privilege of allowing me to teach you.

Sincerely,

Teacher