

Studio Name  
Street  
City, state  
phone/fax/ e-mail

#### Policies and Fees 1999-00

1. Tuition is a yearly fee, indicating a commitment to study for the entire academic year. The following tuition plans are available. In addition, a \$\$ registration fee (non-refundable and not applied to tuition payment) should be enclosed with each student's registration form.

This reserves the student's place in the studio, includes two 30-minute summer lessons, covers planning, supplies, lending library, and recognizes our mutual commitment to a year of study.

PAYMENT PLANS (Each is in addition to the \$\$ registration fee.)

EARLY-ANNUAL\* ANNUAL SEMI-ANNUAL QUARTERLY MONTHLY

1 payment 1 payment 2 pmts 4 pmts 8 payments

30-minute \$\$ \$\$\$\$ \$\$ \$\$

45-minute \$\$ \$\$ \$ \$ \$ \$

DUE: July 1 Sept. 1 9/1, Jan. 1 9/1,11/1,1/1,3/1 9/1—4/1

\* No late payments accepted

Payments received after the 10th of the month will be considered late and are subject to a billing fee of \$\$ when it is necessary for us to bill.

#### INCLUDED IN FEES

##### SCHOOL STUDENTS

33 lessons (combination private and group lessons)

Performance opportunities

Computer, Tap Master, digital piano use

Theory course - worksheets

Library lending fee

Computer, Tap Master, digital piano

Audition and festival opportunities

##### ADULTS

30 lessons (private & group)\*

Library lending fee

Computer, Tap Master, digital piano use

Theory course - worksheets

Performance opportunities, if desired

\*Please note that adults have fewer lessons

Not included in fees: (all students)

Music and audition fees

Summer lessons in addition to two

2. The scheduled lesson time belongs to the student. No lesson will be extended for a student who is not ready to begin on time. In general we do not make up lessons missed for any reason. As we schedule more activities than the number noted on this form, there are at least two make-up lessons built into the schedule, allowing us and our families some flexibility. If a student attends every lesson and activity, then they will be receiving a bonus! We encourage families to participate in the swap list to rearrange for an occasional conflict. We expect the courtesy of a call if a student has to miss a private lesson, group lesson, recital, audition, or any other scheduled studio activity.

3. As noted on the registration form, students register for the entire academic year. If study is discontinued between September and May, we require a month's notice. There is no refund of tuition unless families move away from the area.

4. Students are expected to participate in recitals and other studio activities, and are encouraged to attend recitals and concerts. Outside piano performances by the student should be discussed with the teacher.

5. The student's piano should be tuned a minimum of once a year and placed in an area of the home which is conducive to productive study and practice.

6. Assignments, practice, work with studio technology and participation in studio activities are expected to have the same priority as homework, sports, and other activities. We make every effort to be as flexible as we can in scheduling activities, and appreciate the same consideration from you. In order to make the best progress in music study, daily practice is recommended. To help develop self-discipline and good work habits, it is suggested that a regular time for practice be set aside each day. It is the responsibility of the parent to see that home practice and written assignments are carried out. We expect each student to keep practice records periodically, and request that parents read and sign the assignment book each week.

Parents should talk with us if there are questions or problems.

7. As teachers we feel responsible to provide the finest individualized instruction for each of our students. By continuing to study and practice, and by re-evaluating our teaching goals and methods, we hope to achieve this end.

## STUDENT ACTIVITIES

### EXTENDED LESSON TIME

Computers

Tap-Master

Digital pianos and sequencers

The technology in the studio is intended to provide students with additional opportunities to build and reinforce various musicianship skills. Students are encouraged to use the tools before or after their lesson. After some down time recently, all equipment will be up and running at full speed! Students are expected to respect all studio property - to use equipment carefully, and only for music instructional purposes, and to refrain from leaving graffiti. If we find that students are creating problems, we reserve the right to discontinue their equipment use, or in extreme cases to dismiss them from the studio. Parents are asked to discuss this with their children before returning the registration form.

## GROUP LESSONS

Group experiences usually include performing, and might also involve a variety of other activities such as ear training, music history, directed listening, ensemble experience, creative work, and theory drill. Often these are offered on weekends and on week nights in addition to the private lesson; occasionally they will replace the private lesson. There will be approximately 4-6 group events during the year. These are a part of the lessons offered during the school year. Students should participate in the group activities.

## PERFORMANCES

Group lessons  
Performance parties  
Large and small recitals

Students are expected to participate in performance events. If parents are concerned that recitals are not appropriate for their child, they should talk with us. We know that on occasion families or students are out of town and can't participate, but in general each student should play in all scheduled activities.

## AUDITIONS AND ORGANIZATION ACTIVITIES

State Music Teachers Association  
Local MTA  
State School Music Association

## MUSIC DEPOSIT

We are continuing to have each student maintain a music deposit. Each family will make a payment which brings the music balance to \$\$\$-\$\$\$ for each student, to be paid with the first tuition payment (we will provide a statement which tells the activity in your 1998-99 account within the next few weeks).

We will buy all music for study so that students can have the music easily and when it is needed. The amount for music and audition fees will be subtracted from each family's account. Leftover credit from the music deposit will remain in the account and will be refunded when the student is no longer having lessons. If you have music in the family that is appropriate for student use, please let us know.

\* \* \*

Please note that our policies are in accord with recommended professional policies of the Music Teachers National Association, the (State) Music Teachers Association, and the (Local) Music Teachers Association. Our tuition fees take into consideration that we must provide all of our insurance, retirement, social security, and continuing education costs, as well as bear the expense of equipping and maintaining our studios, instruments, libraries and other equipment and supplies. They also consider that we spend as many hours in planning, study, scheduling, phone calls, bookkeeping, and organizing other studio related responsibilities, as we do in actual lesson time. Teaching is our profession, our business, and our art; we wish to present and live up to policies which give us the time and financial security to devote most of our energy to the creative act of sharing music with people. We acknowledge our students' and their parents' place in a three-way relationship, and pledge to do our best to make music study a rich, growing experience for our students.

{additional informal letter}

April 1999

Dear Parents,

One of our ongoing concerns as teachers is that of having appropriate expectations and goals for each of our students. Each student is different, and families have different expectations. There are certain basic things for which we have minimum acceptable expectations; but what is a fine

accomplishment for one student would be an unacceptable level of achievement for another. Amount of practice can vary from one student to another, depending on age, level of advancement, and family expectations.

It can also appropriately vary from time to time in the life of a student, as other activities come and go. However, regular practice of an amount that provides for progress to be made must be a part of the schedule most of the time. As with any activity, some students are quicker than others. That is one reason we like to have students keep practice records, and why we invite parental feedback. We do not always know how long it takes a student to accomplish a given amount of work, and need help in giving realistic, yet challenging assignments.

There are certain things that we expect from all of our students:

Accuracy in reading and playing (notes, rhythms, and expressive marks)

A growing understanding of theory, and how it applies to the music played

Written worksheets and computer theory

Attention to technic, such as scales and exercises, as well as hand/body position

Improvising and composition

Polishing and playing musically and expressively

Memorizing

Playing easier pieces regularly, to develop fluency in music reading

Playing a variety of styles of music

Reviewing pieces learned previously

Working on music or skills which are suitably challenging, but might cause frustration in some students

Working on music which a student might feel is not sufficiently challenging, but which we know needs to be done to achieve important technical or musical ends

Working on music which a student may find less appealing, but which contributes to learning necessary skills (this might include some things in a method book, or styles which students don't care for)

We will try to make the work reasonably palatable, but as with any job, it won't all be fun. We will, however, adjust the amount of various kinds of work to meet the needs of and to set appropriate goals for each student. In order to help us, we will be asking all students (and their parents) who register for lessons for next fall to complete a questionnaire which will guide us as we work to set goals which are mutually agreeable for student, teacher and parents. These also will help us as we plan the curriculum for each student. We would invite parents to sit in on lessons occasionally, if they have any questions about what students should be doing at home.

Ms. xx and Ms. xx attended and were presenters in a full day of sessions at a recent national convention which was dedicated to concerns related to group instruction. Our initial feeling that group work is an essential part of each student's piano lesson experience was reinforced. It is challenging for us as teachers and for the students and families.

Scheduling can be very difficult; coming up with activities that are meaningful is tricky, especially when trying to accommodate schedules; participating in the groups positively and fully isn't easy for all students. We would enjoy being able to schedule groups as we did in the past, with each group

being of a similar age and/or level; however, we found it increasingly difficult to do the initial schedule, and frustrating when students' schedules changed. So we will continue during the upcoming year to have mixed level groups, with people signing up for convenient times. We might try to have an occasional group only for the younger students, or only for older students, if schedules permit; for the most part, however, we expect that the groups will be mixed levels, with a variety of activities that can be a springboard to further investigation by students. Most groups will have performing, and we will have a variety of other activities mentioned elsewhere in this mailing. If there is interest, we might plan another organ crawl, or a visit to a harpsichord. We hope to have an ensemble performance, probably in the fall, and will have one set of groups be a time for ensemble rehearsals.

We hope each of you has a good summer. As usual, we look forward to some relaxed time, and work in our garden. Do stop and visit us!

{registration for school age and younger students who are currently in the studio, - we have a slightly different one for adults}

Dear Parents and Students,

A place has been reserved for your child in the XX Piano Studio for the 1999/00 academic year. Please return the contractual form, indicating whether or not you wish to confirm this reservation, no later than MAY 7.

If you are undecided, indicate this and feel free to call or arrange a conference. Scheduling priority is given to those returning the registration form and registration fee first.

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#### SCHEDULE FORM

Return Schedule Form no later than August 1 (Registration is due by MAY 7)

If your schedule changes after you turn this in, please notify us immediately!

Please indicate for each day, possible and impossible private lesson times.

If you have preferred times, indicate a minimum of 3 hours total during the week (for example, M 4-5 and Th 6-8; or M, T,Th 6-7). Because of difficulty in scheduling we are also asking that you indicate at least two different days. We will do our best to honor requests. All schedules which give less than 3 hours' choice or two days will be returned.

Please note that we will not be teaching on Friday. A limited number of before-school and free school hours on Tuesday and Wednesday are available in our schedules. In cases of siblings who wish simultaneous or back-to-back lessons, we would request that you give us more than three hours, to facilitate tricky scheduling.

Families might wish to have siblings and/or friends with lessons at different times, however, to provide an easy swap in case of conflicts.

MONDAY TUESDAY WEDNESDAY THURSDAY

Earliest

Latest

Student's Name \_\_\_\_\_

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XX STUDIO

Registration Form

Return by MAY 7

Student's Name Age Birth Date

first middle last

Will Will not enroll for piano study in 1999-00. Undecided

If you are enrolling, please complete the following:

School Grade (year) in school (1999-00)

Parent(s)

Address Phone

Street or box

City, Zip

Work phone

Fax E-Mail

Tuition Plan: Early Annual\_\_\_ Annual\_\_\_ Semi-Annual\_\_\_ Quarterly\_\_\_ Monthly\_\_\_

Lesson Length: 30 minutes\_\_\_\_\_ 45 minutes\_\_\_\_\_

I wish to enroll my child for piano study for the 1999/00 academic year. I have read, understand, and agree to the enclosed policy statement.

I am enclosing the \$\$ registration fee (This fee includes two 30-minute or one 60-minute summer lesson).

Parent signature

What do you feel that we as teachers should know about your child?

How can we help assure a satisfactory experience for this student? (Use opposite side if you need more space)

{The following is a form that we send to inquiring students; they also fill out a registration form if they will be studying}

XX STUDIO

Address

Address

phone/fax/e-mail

Note to inquiring students

Please read the enclosed materials. Feel free to call if you have questions, or if you would like to talk with us about any aspects of your child's piano study or our program. After looking over the information, if you are seriously interested in enrolling in the *Teachers Piano Studio* for 1999-00, please complete the following form and return it. Do not return the enclosed annual registration form or the registration fee. If we have room, we will call you to schedule a time that we can meet before you make a final commitment. At that time, students who have studied previously should bring a list of music studied during the past year or two, and bring music from which they have been working during the past year. They should plan to play one or two things which they have learned. We will visit with beginners and do some activities, keyboard exploration, and learn a piece or two!

I would like to enroll our child(ren)/myself in the *Teachers Piano Studio* for 1999-00.

Student Age Grade

1999-00 Beginner/Has studied

Student Age Grade

1999-00 Beginner/Has studied

Parents Phone

Address

Street or PO City Zip

How did you learn of the XX Studio?

If your child has studied in the past, please complete the following.

Knowing these things will help us to provide a better learning experience.

How long has he/she had lessons?

What books were used?

Who was the teacher?

Reason for change?

If you have recently had lessons with a teacher who is currently teaching in this area, we request that you communicate to the former teacher that you will no longer be studying with him/her, that all financial arrangements be settled, and that all music belonging to that teacher be returned. We need to be reassured that closure has been made. We value our relationships with our colleagues, and don't wish to jeopardize this; we want to do everything possible to insure that the student transfer is handled positively, thoughtfully, and professionally.

*Teacher, NCTM*

*Teacher, NCTM*

*Teachers Piano Studio*

*Address*

*city*

Phone /fax