

web address

email

2001-2002 Policies and Procedures

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 may change each semester, available lesson times may vary. I hope we will be able to work together to provide the maximum quality time for each student.

Location: Private lessons will take place at my residence, address. My home is very small, so there are specific guidelines that must be followed in order to make the lessons schedule run smoothly.

Parents must bring and pick up students on time! Please come to the back door at the exact time of your lesson and knock. I strive to conclude all lessons on time. Occasionally, I provide opportunities for students to work on listening and theory exercises at the table before or after lesson time. In this case, please schedule time for this with me so that I may ensure there is proper work space.

Siblings that are also students may sit at the table in my kitchen (a great place to do homework), but must remain quiet during the lesson. If you do not think your children can sit quietly, please wait with them in the kitchen or bring them at their lesson time. Friends are not allowed to sit in on student's lessons unless they are quiet and supervised by the student's parent. I reserve the right to ask any disruptive individual to leave.

Students should never open the door for anyone they do not know.

I am not responsible for any accidents that occur before or after the student has left my sight.

All students should wash their hands with soap at the kitchen sink before their lesson.

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). Please leave a message if you will be absent. I frequently use email to communicate with parents, but I ask notification by phone for a child's absence.

Payment:

Registration- A \$15 registration / materials fee is due by August 10th for all students, not to exceed \$30 per family.

Tuition

Private Lessons: A yearly tuition of \$\$\$ is charged per student. This tuition is divided into 12 monthly fees of \$\$\$. At this price, the student is guaranteed that I will be prepared and present to teach 44 weeks per year with 3 additional opportunities for performance classes. Approximately 10 of the 44 weeks will be group lessons; the remainder will be 30-minute private lessons. As students advance, their lesson time will need to increase. Tuition for 45-minute private lessons is \$\$\$, divided into 12 payments of \$\$\$. You will be notified of any additional costs for materials such as books or special projects. Payment is due by the 10th of every month. Families should expect a 3-5% yearly increase in tuition.

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 of private students 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. Should 2 people arrive at once, I will teach the one whose lesson is

normally at that time. Please inform me if you do not wish to have your name included on the swap list. In the case of inclement weather—if the Wichita school district is closed, I will not be teaching.

Illness: Private students who miss a lesson due to a contagious illness will be able to participate in 1 group make-up lesson per semester. There are no make-ups for group lessons. However, parents may pick up assignment sheets from me before or after lessons.

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 all studio activities including 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. Each recital is followed by a reception for the students.

Participation in Music Progressions is also required as this is an excellent program to ensure a thorough music education and evaluation. (Cost of this activity is \$15 per student) Other outside studio activities include performances at the art museum, multi-keyboard festivals, seasonal and composer recitals, etc. Participation in these events will be at the student 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, handouts 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. Students should stock this binder with manuscript paper and assignment sheets, available free on my website.

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. Students are required to report on their practice session in their practice journal. Parents should read their children's assignments and comment and initial in the appropriate box. Please make comments on how you think your child's practice is going at home.

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

Access to a piano is required to make progress. Please try to have your piano tuned twice a year (the best times are spring and fall). A metronome is necessary for all students. Fingernails must be kept short at all times.

Parents should plan to attend their child's lesson at least once every 3 months (more if necessary). This helps keep you in touch with your child's progress, accomplishments, and difficulties.

Dismissals and Termination: If for any reason, you must stop lessons, 1 month's notice or 1 month's pay is required. 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!

-Teacher, NCTM

2001-2002

Parental Agreement of Terms

Upon acceptance, please sign the agreement below and return prior to the first lesson.

I have read and understand the policy of Teacher's Piano Studio for 2000-2001 and agree to abide by its guidelines.

Signature

Date

Student(s) Agreement

I have read and understand the last 4 sections of the policy (Recitals and Opportunities, Books and Materials, Practice Time and Other Requirements, and Dismissals and Termination) I agree to abide by these requirements.

Signature

Date

(Siblings may sign here)

Signature

Date