

1999

## Teacher Piano Studio Policy

### GOALS

My studio goal is to provide an atmosphere for musical as well as emotional and intellectual stimulation. To reach this goal I will take the necessary steps to teach basic skills of piano and musicianship in both private and group settings. My personal goal is to motivate, educate and encourage my students to reach their individual potential.

### TUITION

Tuition is set at fair compensation for the benefits offered to each student. This includes the teacher's total involvement as a music educator as well as time spent in lessons. 15 minutes of working in computer and keyboard lab is included. Outside the studio involvement would include: going to pick up music at the music store, recitals, festivals, contests, continuing education through college courses, journals, conventions, workshops, seminars and CMTA monthly programs. I also will continue to take piano and pedagogical lessons myself.

Tuition is due at the first lesson of the month. It is considered late after the 15<sup>th</sup> of the month. There will be 9 equal payments over a 10-month period. April and May will be lumped together. Music and festival fees will be included on the statement. The studio has established a monthly fee of:

\$\$ for 1-30 minute lesson

\$\$ for 1-45 minute lesson

\$\$ for 1-60 minute lesson

\* There is a \$\$ Materials charge per child. This fee will help to provide for new music for the lending library, printing costs, educational materials, awards, etc.

### SCHOOL CALENDER YEAR LESSONS

I will follow the school calendar year so it will be easier to schedule out-of-town trips during the school breaks. During the months of August –May, 32 private and 4 group lessons will be taught. I do not give make-up lessons, so be sure to choose a lesson time that is one that you feel confident that you have no other conflicts. One extra group lesson will be given at the end of each term to serve as a make-up. If your child hasn't missed any lessons, you can consider this a BONUS lesson. The week of regular group lessons there will be NO private lessons. During the week of the group make-up lesson, we WILL have private lessons. In other words, the regular group lesson will take the place of your private lesson. Each group lesson is 1 hour.

### SUMMER LESSONS

A minimum of 3 hours worth of lessons in the summer is required to hold a place for your child in the fall schedule. That can be broken up in the following manner:

6-30 minute lessons

4-45 minute lessons

3-60 minute lessons

Students choosing not to enroll in summer lesson will be put on a studio waiting list for the fall semester.

### RECITALS AND ACTIVITIES

The studio holds 2 recitals a year at the end of each semester. Each child is encouraged to participate, but it is not mandatory. (Please stay for the entire recital as a courtesy to all our performers.) Dress for recital should be party clothes (no shorts).

Since I am a member of *City Music Teacher's Association* (CMTA) your child can participate in its activities as well. CMTA offers a wide variety of contests, festivals, state theory tests, and other activities that are available to your child.

The studio will also give awards at the end of the school year for extra curricular activities. The students can earn ribbons, medals, certificates and trophies. A separate handout is written up for the requirements of these extra activities and is given to each student at the beginning of the school calendar year.

## PRACTICE

Just like the old adage says, "you get out of it what you put into it." Daily practice is vital to a successful piano experience. 30 minutes a day 5 times per week is suggested for beginners. As the student's repertoire becomes more difficult, longer practice sessions will be needed. If your child does not have this time available, you may want to reconsider piano for the time being.

## EVALUATION

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

## EQUIPMENT

Please keep your piano in good working condition (all keys and pedals working, etc.) and have it tuned once a year. Each student should have a working metronome. Each student needs to bring a 3 ring binder notebook with them to their first lesson. I will have lesson sheets printed up to put assignments on. Be sure to bring to each lesson.

## ABSENTEEISM

Enrolling for lessons is a purchase of teacher and studio time, prepared in advance to be free from interruptions and distractions. Since the time passes whether a student uses it or not, a lesson missed is time lost. As courtesy to the teacher, notification of missing a lesson is appreciated, but will not be excused from payment of lessons, which you've contracted. A group lesson at the end of each semester will serve as a make-up lesson as stated earlier. Perfect attendance certificates will be awarded at the end of each term.

I rarely miss lessons, but in that case, it will of course be made up.

## TERMINATION

It is expected that a student will complete the yearly lessons scheduled in which he/she enrolled. I require 30 days advanced notice if a child plans to stop taking lessons. Students that withdraw within the term that wish to return will be put on a studio waiting list.

## LESSON PROTOCOL

Students are expected to be ON TIME for their lesson (this doesn't mean early) and should be picked up promptly at the end of their scheduled time. Upon arrival of a lesson, there is no need to ring the doorbell. Come on in and practice on the keyboard with headphones or sit quietly. I want to give each student my full attention for his or her allotted time. Please make sure child's nails are clipped and hands are clean. I don't want to use valuable lesson time to take care of these matters.

I would be glad to tape-record your child's favorite songs if you will bring a cassette tape to their lesson. I will keep it until it is full and then we can start all over.

#### ACKNOWLEDGEMENT

I have read the *Teacher Studio Piano Policy* and agree to abide by its terms.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_