

Teacher Piano Studio

Studio Policy

2003-2004

Working with your students and teaching music is first my love and passion, then my full time profession. This policy statement comprises the business policies of my studio, both at the home studio and XXXXXXXXXXXXXXX School. These policy statements are in accord with the most recent recommended professional policies of MTNA, MMTA, and the National Guild of Piano Teachers, of which I am a member. Your participation in the program indicates acceptance of the following policies

INSTRUCTION

Year around, students are offered a well-rounded program of instruction in repertoire, theory, musicianship, ear training, technique, music history, improvisation, composition, sight-reading, and ensemble playing. A combination of private and group lessons are the core of instruction. Group lessons include student performance, theory, music theory games of all kinds, instruction in how to practice and other pertinent topics. Group lessons reinforce concepts learned in the private lesson.

All students enrolled in the Teacher Piano Studio are required to take a minimum of 6 half hour lessons, 3 one-hour lessons, or a theory class + 2 lessons with me during the months of June, July, and August. Summer Registration is due on or before May 15 and total tuition is divided into 3 installments, payable by June 1, July 1, and August 1. Summer study is arranged to conveniently fit into your summer schedule. Please be aware that new and transfer students are accepted for study at any time during the year, including summer, which could impact the number of fall openings which will be possible. Therefore, although not required, I would urge you to consider starting younger siblings during the summer session to insure a spot in the fall schedule. Please turn in registration forms and fees on time. After the registration due date has passed, students are scheduled and new students are accepted for available openings. If your registration is late, you may lose your spot by default.

REGISTRATION FEE

A registration fee is due August 15. It covers the assignment notebook, assignment pages, pages of special information or music I produce on my computer, music for the entire year (amount not specified), music that is borrowed from my library, monthly incentives, and the yearly piano performance trophy that each student may earn.

TUITION

Tuition is payment for the student's course of music study from September through May. It is a flat fee for the entire year and is payable in 9 monthly installments from September through May. Payment of tuition is based on enrollment, not attendance. Payment of tuition installments reserves your child's exclusive lesson time during the academic year. Tuition does not include payment for Guild, MMTA or other Festival fees. Please see the Enrollment Form for this year's tuition rates and monthly installment amounts.

METHOD OF PAYMENT

Payment must be made by check; no cash, please. You will receive a tuition invoice each month. Payment is due no later than the first scheduled lesson of the month. (If you miss the lesson for any reason, tuition is still due the day of the first scheduled lesson.)

DISCOUNT & REGULAR TUITION

If payment is received on or before the 1st day of the month you will receive a discount on the regular tuition installment amount. Please check the Enrollment Agreement for current tuition costs and

installment amounts. If payment is received after the 1st day of the month but at or before the first scheduled lesson of the month, the regular tuition installment amount is due.

LATE PAYMENT PENALTY

If payment is received after the 1st scheduled lesson of the month, the regular tuition installment plus a \$10 late payment penalty per student is due. (If you have 2 students enrolled and pay later than the first scheduled lesson of the month, the late payment penalty is \$20.)

EXAMPLE:

Regular monthly tuition installment from the enrollment form is \$76/month.

- First scheduled lesson of September is Wednesday, September 3th.
- If I receive the check on August 28, 29, 30, 31, or September 1st, pay the discounted amount of \$72.
- If I receive the check from the Smiths on September 2nd or any date up to and including the first scheduled lesson on September 3, pay the regular rate of \$76.
- If I receive the check anytime after the first scheduled lesson, for example, September 4th, pay the regular rate of \$76 plus a late payment penalty of \$10, or a total of \$86.

Please be sensitive to this. (I really appreciate getting paid on time! You do get your paycheck on time, right?)

CHECKS

Checks may be given to me personally or mailed to my home address. Write and mail checks to: Teacher, address.

Please Understand:

Tuition is payment for the student's course of music study. The tuition you pay reserves a weekly time in the schedule for your child. Unlike a doctor or a hairdresser, I cannot re-sell that time nor can I create extra teaching time in which to give lessons. When you register, you are committing yourself to study for the entire year. Regarding withdrawing from the studio mid-year: If it becomes necessary, special circumstances will be considered on an individual basis. The minimum notice for any withdrawal from the studio is 1 MONTH written and paid tuition notice.

ATTENDANCE

Regular attendance is expected and **MAKEUP LESSONS ARE NOT AVAILABLE FOR ANY LESSONS YOU MISS OR CANCEL. THERE ARE NO TUITION CREDITS. ANY LESSONS YOU MISS OR CANCEL ARE 'LOST.'**

The course of music study for each student includes a combination of private and class lessons. When classes are scheduled there are no private lessons that week. Group lessons are not optional; ALL students are expected to participate.

EXCHANGE ROSTER

Please use the lesson exchange roster for any unavoidable conflict; there are no refunds for a missed lesson, i.e. your student has a sporting event, doctor's appointment, birthday party; use the exchange roster if you don't want to miss that lesson. The family that is exchanging the lesson needs to let me know the exchange information. If you do not want your phone number released on the exchange roster, please notify me in writing.

IF I CANCEL A LESSON

This almost never happens. If I cancel a lesson for any reason, it will be rescheduled.

RECITALS

Recitals, for the most part, will be scheduled during the “groups only weeks.” If a recital must be scheduled on a regular lesson day there are no private lessons that day (and no make-up lesson). Plan on about 3 recital performance opportunities per year, but watch for details in the monthly mailing.

GROUP LESSONS

No private lessons are taught during group week. Since they are home specific time information before each group week. Please send a note, call, or email to confirm which group your student will attend. Home groups are limited in size. Group lessons are not optional. They will be scheduled at various times during the class week.

GENERAL PRACTICE GUIDELINES

Level of Study Minutes Per Day, 5-6 days per week

Primer Starts at 20 minutes and increases to 30 minutes
ASAP

Levels 1, 2, 3, 4, 30 minutes or more
5

Advanced 45 minutes or more

These are only suggested minimums. I am more concerned with the type and quality of practice than the amount. However, quality practice is not being accomplished if the student spends less than 30 minutes 5 days per week, and this will be evident in their progress. I give specific practice directions each week and they need to be followed. All students are taught to divide pieces into phrases and practice thoughtful repetitions of each phrase, adding phrases together bit by bit.

YOUR HOUSE

- Piano— All students should have a piano or full-sized digital keyboard in their home. An acoustic piano is recommended because nothing can take the place of its touch and sound. (If you have a keyboard that is not full size (88 keys) it might be OK for a beginner. After the first 6 months of lessons, it is best to invest in a full size instrument.)
- Metronomes are extremely helpful. Groth Music carries a Sabine brand for around \$20 that is really quite good. Let me know if you are interested. I will pick one up for you and the charge will be entered on your statement.
- Piano—Please have yours tuned if it has been more than 1 year since your last tuning. This is a priceless investment in your student’s musical growth, as they cannot improve if they are hearing notes incorrectly and out of tune.
- Set aside a scheduled practice time for your child and make sure there are as few distractions as possible during practice times. **MAKE IT HAPPEN CONSISTENTLY AND YOU & YOUR STUDENT WILL BE HAPPY.**
- Sign practice records for elementary age students and make sure they have completed all assignments properly. Check to see that junior and senior high students are marking down practice and signing their sheets each week.

DISMISSAL & TERMINATION

I RESERVE THE RIGHT TERMINATE LESSONS WITH STUDENTS AT ANY TIME DURING THE YEAR FOR THE FOLLOWING REASONS:

1. Failure to pay tuition or trouble collecting payments of tuition that are later than the first lesson.
2. More than 2 late payments during the school year.
3. Excessive absences or missing lessons without letting me know ahead of time. More than 3 per year will be considered excessive.
4. Failure to cooperate with my practice instructions. These include, but are not limited to: adequate practice time on a weekly basis, bringing notebook to the lesson, reading the assignment sheet, marking practice on the assignment sheet, and making an honest attempt to improve what we worked on in the lesson.
5. Lack of interest and/or uncooperative attitude during lessons.
6. Other difficulties in working with students or parents.