

Updated July 2003

I would like to express how excited I am to have the opportunity to teach your child piano. I believe music is such an important part of life. As a piano teacher, my goal is to teach my students in a way that they are enjoying themselves while they are learning. Having taught over fifteen years of piano, I have found that when students are enjoying the learning process they are most likely to stick with it. I hope I can succeed in that goal with your child. Below is my piano studio policy.

Please read it carefully. If you have any questions, please ask.

Piano lessons are held once a week for 45 min. each lesson. Thirty minutes of private lesson time, and fifteen minutes will be piano lab time. Piano lab will be a variety of technique, theory, and ear training skills, music history and appreciation as well as composition. Please be on time for your lesson. If your lesson is from 4:00-4:45 and you come at 4:10, the lesson will still end at 4:45pm. This insures that none of my lessons will run behind.

A three-ring binder (binders with pockets are preferred) is required along with lined notebook paper and dividers.

Money is due on the first lesson of the month. Piano lessons are \$\$ a month. If you are late with your payment, please add a \$\$ late fee on your check. I charge on a monthly basis, not weekly. If your child misses a lesson, or if it's a five week month, it is still \$\$\$. A student who does not attend a lesson will simply miss the benefit of that lesson. Your monthly fee reserves you a weekly time slot and benefits within the studio. (ie: lab, group lessons, access to music library etc...) There will be no make-up lessons when cancelled by the student. However, you may refer to the student schedule to swap lesson times with someone in case of illness, vacation etc... Please inform me of any changes. 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. If you cannot attend please call or I will worry. If I must miss a lesson I will call and reschedule with you. If you have any questions, please ask.

A \$\$ Non-Refundable Studio Fee is required for each academic year or whenever you begin piano lessons. This fee is not to exceed \$\$ per family. This enables me to provide students with loaner music, incentives and rewards, recital awards and room rental for the spring recital, defray the costs of theory games, music library materials, miscellaneous handouts and monthly newsletters, and use of accompaniment CD's during lesson time. This also includes the subscription to Piano Explorer.

Students are required to complete their assignments each week. Daily practice is vital to musical progress. The recommended amount of practice time will be discussed with the student, and should be practiced at least 5 days a week. Your child will receive a practice record, which is to be maintained by the student and signed by the parent each week.

Once a month (every fourth week), I hold group lessons. These monthly group lessons have a specific focus for each month. Enclosed is a schedule of the monthly lessons for the year. Twice a year we will hold "Fun Notes". During this lesson, all of my students will perform at least one memorized song in front of their peers. Afterwards we will play a music learning game. All of the games I do for the lessons help my students learn, review music concepts while having fun at the same time. At the end we will hold an auction where the kids will be able to spend their music money that they were able to earn. There will not be individual lessons on the week of the group lessons or Fun Notes. There is no makeup lesson if a group lesson is missed.

Twice a year I hold piano camp. Piano Camp is everyday for a 3-5 days. I usually hold these for the month of July and December, as these two months seem to be the busiest for family vacations, etc... There are no private lessons when I hold Piano camp during those two months. Piano camp is the same cost as your private monthly lesson fee.

Students are expected to continue lessons in the summer months. If they do not continue lessons in the summer, they will be put on a studio waiting list for the fall. (This includes piano camp.) However, if you wish to hold your spot for the fall, you can continue to pay the monthly piano fee during that time.

Here is a quick example of what a typical piano lesson month would look like:

1st week- 30 min. private lesson Piano lesson \$\$ due

15 min. piano lab

2nd week- 30 min. private lesson

15 min. piano lab

3rd week- 30 min. private lesson

15 min. piano lab

4th week- 60 min. Group Lesson

No private lesson this week

(If there is a 5th week, it will be regular private lesson/lab)

I let the answering machine take calls during lessons. Leave a message and know that I will get it. The best time to reach me is before 2:00pm or after 7:00pm. You can also reach me by email. My email address is at the bottom. I check my email several times a day.

My Music Library offers the students a chance to play from a variety of books without having to purchase them. Any borrowed music that is not returned or is returned damaged will be charged to the student at its replacement cost.

Important note: Sometime during the course of taking piano lessons, your child may say something like, "I don't want to practice," or "I'm too tired to go to piano lessons," or "I don't want to go- I want to play with my friends," "I want to quit," etc... Just be aware that your child's interest will probably not be consistent; but to be successful, you will need to be consistent in your encouragement and commitment to music instruction. In most cases, simply acknowledge your child's comments, but then go on with your normal routine just as you would if you heard the comment, "I don't want to brush my teeth," "I don't want to stop playing with my toys," or "I don't want to go to bed."

In the event there is a student who decides to discontinue lessons, please let me know at least 2 weeks in advance. (This lead-time is necessary in order to schedule someone from the waiting list.) Then I would like to schedule a parent/student teacher conference before the last lesson to establish if this is something temporary (see note above) or needs to be done. If after the meeting, the student still wants to discontinue lessons, the student must finish the remainder of the month or forego any unused lessons, as there is no refund given.

My responsibility to the student is to provide an atmosphere for learning and a well-balanced musical education. Professional standards will be maintained and definite goals will be established for each student. It is my goal to give your child the best possible music education. I belong to professional organizations, attend workshops and educational programs, subscribe to professional publications, and engage in other activities on a continuing basis in order to provide opportunities for professional growth and enhance my own teaching skills.

Thank you! If you have any other questions or concerns, please don't hesitate to call me!

Again, I'm really excited to be able to teach your child piano, and hope they look forward to it too!

Please sign and return by the next lesson...

(I would encourage you to make a copy for your own records)

I have read, understand and agree to the terms of the policy printed above.

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Date Signature of Parent/Guardian

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Date Signature of Student