

1999

## Studio Policies of Teacher

### What the Student Needs to Know:

**ARRIVAL TIME:** Arrive at each lesson on time. If you are early, please wait in the car until your assigned time. If you ride the bus, wait quietly on the bench in the foyer until your lesson time.

**MATERIALS:** Bring all current music books, assignment book, Piano Explorer, flashcards to each lesson

**WASH HANDS:** As soon as you come in, please go to the bathroom and wash your hands.

**COME TO LESSON PREPARED:** You are expected to have completed your work according to the directions given by the teacher. Each day, you are to record in the assignment book only the actual time you spent practicing that day, and at the end of the week, have a parent sign your book to verify the times recorded. You are expected to practice at least 5 days a week for the following amounts of time:

Beginners through Level 1 should be doing 15 minutes per day

Level 2: 20-30 minutes per day

Level 3: 30 minutes per day

Level 4: 40-45 minutes per day

Level 5 and up: 45-60 minutes per day

The following order of interventions will occur if the student is not adequately prepared for his/her lesson during the school year:

1st time unprepared: I will remind the student to check his/her schedule and make necessary changes to get in the required practice time.

2nd time unprepared: I will call the parents to remind them of student's need for more preparation.

3rd time unprepared: Student will be requested to leave the program.

**ATTENDANCE:** Students are expected to attend all lessons unless too sick to go to school or in case of family emergency. A student who misses too many lessons may be asked to leave the program.

**BEHAVIOR:** Students are expected to enter the house quietly and not disturb the teacher when she is working with another student. Students who are disruptive or disinterested in lessons will be asked to leave the program.

**RECITALS and other PERFORMANCES:** All students must perform at the year-end spring recital. Additional performance opportunities may come along during the year, for which the student should obtain the teacher's consent before planning to perform.

### What the Parent Needs to Know:

**PARENT SUPPORT IS IMPORTANT!** Provide a piano in the best possible condition, tuned, chair or bench at correct height and adequate lighting in a location that allows for uninterrupted practice. See that student practices the recommended amount time each week. When needed, help them read the practice directions I write in their assignment books.

**MONITOR PRACTICE:** Before each lesson, sign the practice record to indicate that what is recorded is what your child did that week, and to let me know you read the notes and grade from the previous week. If you have a very young child, you may need to record practice times yourself and help the child find the pages assigned.

**FINANCES:** Parents are expected to send monthly tuition payment on the first lesson of the month, unless otherwise previously arranged with the teacher. A LATE FEE of 10% will be charged when the tuition is received after the 15th of the month. Reimbursement for music bought by the teacher is due the week after it is given to the student and amount due is recorded in the Teacher's Comments section of assignment book. Parents are also responsible for the early Computer Lab fee, the cost of one assignment book per year, and a Piano Explorer subscription for each student they enroll. A tote bag, folder, flashcards, and metronome are other items you can expect the student will need.

**TRANSPORTATION:** Parents are responsible for transporting the child to and from lessons. A child who arrives early because he/she rides the bus should wait quietly on the bench in the foyer until time for lesson to begin. Should you arrive early by car, please have student wait in the car until time for lesson to begin. Children must be picked up as soon as the lesson ends, as I often have to leave for other appointments and don't want them waiting for a parent alone.

**VISITING LESSONS:** You are welcome to visit lessons occasionally, but please do not bring other children along.

Parents of very young students are encouraged to attend all lessons until the teacher indicates it is not necessary.

**NUMBER OF LESSONS:** The teacher will determine the number of lessons held per month, usually based on the County school calendar. Tuition remains the same each month during the school year, regardless of number of lessons that month.

**MAKEUP LESSONS:** If a student does not show up for a lesson, it will not be made up, and an explanation as to the child's absence will be expected as soon as possible. In the case of illness or emergency, and with at least 24 hours notice, a swap of lesson times with another student can often be arranged. Due to tight scheduling, makeup lessons are rare, and are offered at the discretion of the teacher.

**TUITION CREDIT:** The teacher does not give tuition credit for missed lessons due to illness, holiday schedule, or any other reason.

**SNOW DAYS:** No lessons will be held when school is cancelled for the county schools. These will be made up on a date to be determined by the teacher. When school lets out early due to snow, call me before coming, to see if we have lessons that day.

**TRIAL PERIOD:** New students are accepted on a 3-month trial basis.

**TERMINATING LESSONS:** The teacher will terminate lessons when student is irregular in attendance, fails to adequately prepare lessons 3 times in one school year (see explanation under "Student" section), is disruptive or disinterested in lessons. Parents may terminate lessons at any time following a conference with the teacher and notice of one month. If notice of one month is not given the teacher, then tuition will be due for that month.

**SWITCHING LESSONS:** Students are encouraged to swap lesson times with each other when conflicts arise.

Parents will be given a list at the start of the school year of all students who might be able to switch lesson times occasionally. Parents should arrange these swaps and then notify the teacher before the swap occurs.

**WHAT YOU CAN EXPECT OF THE TEACHER:** You can expect the teacher to maintain membership in professional organizations and to strive to keep up with the latest advances in teaching music. You can expect that with your support and the child's hard work, that the teacher will bring to light the musical potential of your child through regular instruction that includes a balanced repertoire, progressive technique, music theory and music history.