

**Musical Note Studio-Piano, Harp, Organ**  
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**Studio Policy Sept 2015-Aug 2016 for Adults and Preschoolers**

### Frequency of Lessons

- ♪ Lessons are weekly from September through June with a few exceptions-see calendar.
- ♪ Adults are encouraged to attend playing or theory group lessons, about once/month, 1 hour each, if they wish.
- ♪ Adults are also encouraged to play at Chehalis West.

### Activities and Recitals students get to take part in

- ♪ Regular lesson attendance (Individual and Group), Computer/piano lab time, and special guest artist visit.
- ♪ Adjudications, Ribbon Festival, Chehalis West, and Spring Recital are available for adults if desired.

### Where does your tuition go?

- ♪ Individual lessons as well as group lessons (as desired).
- ♪ Saving a spot in the schedule for you.
- ♪ Teacher's time providing playing opportunities (Chehalis West, recitals, etc).
- ♪ Time and expense spent preparing for lessons (copying, studying music, etc), preparing for playing, testing and competition opportunities, professional training, piano maintenance, computer software/equipment, etc.
- ♪ Medical insurance, retirement, self-employment taxes, etc which is not covered as compared to working as an employee.

### Annual Enrollment/Registration Fee

- ♪ Enrollment will be considered after a meeting with parent & student to decide compatibility with my teaching style.
- ♪ Annual registration fee is \$60 for early registration by May 20<sup>th</sup> 2015 (\$75 afterwards).
- ♪ Annual registration is considered complete when the signed registration form, policy and total fee have been remitted.
- ♪ Registration reserves your spot in my schedule, as well as pay for expense of music and miscellaneous expenses.
- ♪ Fees for any contests (ie: playoffs), The Music Development Program, computer apps and replacement of lost music are extra.
- ♪ Enrollment is understood to be the remainder of the main studio year; September through June (and July and August if desired).
- ♪ Registration Fee will be reduced to \$50 for new Adults after the first of January.

### Tuition and Payment

- ♪ Tuition is based on a 10 month commitment (Sept-June), whether there are 3 lessons or 5 in a month.
- ♪ Tuition is due **BEFORE** the first of the month and you will be billed about 15 days before.
- ♪ Of course I understand if you accidentally forget a tuition check; however, because this is my job and income, please understand that a \$5 late fee will be added for each day the payment is late starting the first of the month. Please plan for this during the summer. No cash can be accepted after the first of the month.
- ♪ When cash is brought it must be handed to me during your student's piano portion of lesson.
- ♪ If tuition is not paid by the 15th then lessons are terminated and student must re-register.
- ♪ A \$40 charge will be assessed for all checks returned by the bank.

### Length of Lessons

- ♪ Individual Lessons are 45 -60 minutes depending on time of day and your choice of doing computer work. I may go 45-60 minutes at the piano so please let me know if you need to be out of here by 45 minutes. Computer Lab-recording, theory, improvising is available to you.

### Attendance

- ♪ Please let me know in advance if you need to be gone at your regularly scheduled lesson time and we will attempt to make it up.
- ♪ If I need to cancel a lesson (illness, family or other music conflict), we will attempt to make it up.
- ♪ If the Chehalis schools are closed due to weather conditions then studio will be closed and lessons rescheduled or extended.

### Vacation

- ♪ Students scheduled at non-prime hours who wish to take a vacation of 3 or more weeks are expected to pay for those weeks and then we will make them up during the summer.
- ♪ I will not be able to make up extended vacations if lessons are at prime time (especially after school, early evening).

### Shoes, Food, Drink

- ♪ Please remove shoes when entering studio if you are able (I am no longer able to). Leave all food and non-water drinks outside of studio.

## Practicing Expectations

- ♪I encourage 3-6 hours a week for optimum progress and satisfaction. I am flexible with adults at this point cause I know how chaotic adult schedules can get and reasons for taking lessons vary. However, you WILL get more satisfaction and advancement if practicing is consistent, regular, and at least 2 ½-3 hours a week (more as you advance).
- ♪The assignment has been carefully planned to maximize the student's progress if followed carefully. The more we digress the less progress we make with important scales, technique, chords and concepts.
- ♪At least 5 days a week is optimum. Practicing the day of the lesson and the day after are critical for retention.

## Piano

- ♪Piano should be tuned at least once a year and kept in good condition.
- ♪An acoustic piano is highly preferred because the sound and touch cannot be replicated by an electronic keyboard.
- ♪After the first 6 months, keyboards must have weighted keys.

## Drop-off and Pick-up

- ♪If you arrive more than five minutes before your scheduled time, please wait at the park or in your vehicle before entering. Thank you.

## Studio Behavior

- ♪Students are expected to be respectful to all within the studio-and that includes yourself! Only encouraging and helpful words. Self-talk makes a huge difference!

## Communication

- ♪Please check email from me couple times a week.
- ♪I expect you to read and make note of regular studio updates that come to you via email.
- ♪Email is the best way to reach me. If I'm teaching lessons and you must notify me of being late, please call.

## Ending Lessons

- ♪Every student stops taking lessons at some point. Please make this decision thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. There are many meanings behind the words "I don't want to play piano (or harp) anymore".
- ♪For the above reasons, the studio requires a minimum one-month written notice. This notice must be in my hands before the first of the month to be effective the first of the following month. IE: in writing to me by December 31<sup>st</sup> to be effective Jan 31<sup>st</sup>.
- ♪I reserve the right to dismiss a student if they are not practicing, not behaving well, or the policy is not being followed. No refunds will be given for lessons not taken.

By signing/dating below I agree I have read this policy and agree to follow it.

Signature\_\_\_\_\_ Date\_\_\_\_\_