

**Updated July 2000**

## **Teacher's Piano Studio**

Address

Phone and e-mail

Studio Policies--Please Read and Keep for Reference

**PRACTICE:** A family responsibility

To insure optimal progress, sufficient practice time must be set aside.

It is important to find a time when it is relatively quiet in the home for effective learning. Please respect the student's practice by eliminating all distracting elements, such as TV, stereos and friends. The emphasis needs to be on mind spent, not only time spent. Praise and encouragement are the parent's greatest tools in helping a young musician. Sit down and listen to your child's practice prescription immediately following their lessons. Then listen again just before the next lesson. Comment upon the improvement you hear.

## **PIANO**

Be certain your piano is tuned and in good condition. It is very difficult to enjoy playing on an out-of-tune instrument. It is also difficult to develop strong listening skills or pedaling skills on a poor instrument. Putting off tuning is not cost effective; a piano which is very out of tune will most likely require several tunings over a period of weeks or months to bring it back to pitch. Send a strong message to your child about the importance of his/her musical endeavor.

## **ON LESSON DAY**

I expect students to have washed their hands thoroughly at home or when they get here. No candy or gum is allowed in the studio-----No Exceptions!! Long fingernails preclude the development of good piano technique, so please be sure they are trimmed very short.--no longer than the end of the finger! This is necessary preparation for every lesson. If they are too long, we may use the lesson time to study theory.

Kindly drop off and pick up on time please. Anything more than 5 minutes early is too much unless there is a special need, as it is very distracting for students whose lesson is in progress. Thank you for adhering to this strictly. I will do my best to keep on schedule. Students can help me stay on schedule if they have their materials including assignment notebook out and open to the right pages ahead of time.

STUDENTS should have a carrier for their music and be SURE to pack up ALL music, workbooks, metronome, and flash cards if you have them, so materials needed will be available at lessons, whether or not we use all of them each week.

## **MISSED LESSONS**

Your lesson time is reserved exclusively for your student. Missed lessons are not made up, nor are fees adjusted. The in-studio lesson time is only a portion of what is covered by the tuition fee.

Lessons cancelled for teacher illness will be credited to your account. In the case of inclement weather, whether the schools have closed or not, most of my students are able to come to their lessons anyway. If on the other hand, you feel that it is too dangerous to drive, we will try to arrange another time.

Once your scheduled lesson time is in place, it is expected that music study will have priority. If an occasional schedule conflict should arise, you may use the Swap List to trade lessons with another student and then inform me of the change. The Swap list will be sent home as soon as my schedule is completed.

A calendar of Piano activities will be forthcoming as well. If I DO NOT have your permission to include your phone number on the Swap list, please let me know.

## **TUITION**

Fees this year are \$xx.xx per half hour and \$xx.xx for a 45 minute lesson, due at the first lesson of each month. A late fee of \$15.00 will be assessed for payments made after the 15th of the month. Any additional expenses such as music, metronomes, IMTA, Guild Monster concert fees, Piano Explorer magazines, etc. will be included on the monthly statement sent home with your child at the last lesson of the month.

The non-refundable Computer Lab Fee, which covers September to May remains at \$xx.xx , of which 50% is a pre-paid fee to hold space in the fall schedule and the other 50% due at the first lesson in September. This covers an individualized program of music theory fundamentals, ear training, music appreciation and music history, and rhythm drills. Notation software is available for those who participate in composition activities.

Welcome to the Studio

Teacher