

Updated July 2008

Teacher~ In the Instruction of Private Piano, Theory, and Music History

Address, website, email, phone

Studio Policy 2008-2009

~~Please Keep for Future Reference~~

Teaching Philosophy

Because music is something to be enjoyed by both listener and performer, it is my aim to mold students into not only competent performers who love playing the piano, but active listeners who will take pleasure in enjoying numerous types of music the rest of their lives. Each student is blessed with special gifts, and I find it my duty to help every pupil be the best musician they can be. I actively encourage students to pursue the music that interests them the most by giving personalized lessons which are planned to include, as often as possible, the music that gives them the greatest pleasure whether it is jazz, classical, sacred, duets, accompaniments, or arrangements of popular music. Teaching is my passion, and music is something I love. I look forward to assisting many students in making music something they will enjoy forever.

Registration

Registration is ongoing throughout the year. Students who enter the studio partway through a semester will be charged on a prorated scale only for lessons remaining in that semester. When reserving a lesson slot prior to the beginning of the Fall or Spring semesters, students will be given five business days to pay the registration fee, book deposit, and one-half of the first month's tuition before the previously reserved lesson time will become available to others. When reserving a lesson slot after the Fall or Spring terms have begun, the registration fee, book deposit, and the remainder of that month's tuition will be due prior to the mutually decided upon start date. Lessons will not begin for any student until the aforementioned fees have been paid in full - even if the student registers within five business days of the beginning of the semester.

Registration Fee

A one time \$25 registration fee per family is due when initially scheduling lessons. This fee will not be incurred from year to year as long as the family continually takes lessons throughout subsequent school semesters. The registration fee covers the cost of assignment books, book shipping fees, monthly and special mailings, monthly copies of the Piano Explorer magazine per pre-college student, etc.

Book Deposit

A \$50.00 deposit for books per student is required in addition to tuition at the beginning of each term (Fall, Spring, Summer) in order to allow the teacher to purchase any books the student needs. The teacher will order and deliver needed books throughout the semester to save the student the time and cost of finding and/or ordering books. The books distributed will be listed on the student's monthly statement along with the beginning and ending monthly book balance. If there is a book credit at the end of each semester, the balance will be applied to the next semester's book deposit. If the book deposit drops below \$10 at any time during the semester, the teacher may require the student to reestablish the \$50.00 deposit.

Please let the teacher know if you have any books other members of your family have used and she will evaluate them and attempt to use acceptable ones in upcoming sibling's repertoire. Please note, though, that each student should feel like they have their own place in the world of music and since sibling comparison is strictly discouraged by the teacher, recently used music will most likely not be passed on to other siblings. Used theory books are unable to be reused.

Fall and Spring Term Monthly Tuition

The following rates apply for the Fall 2008 and Spring 2009 semesters. This rate includes eighteen (18) private lessons in each term and is divided into five equal monthly payments. Please note that the tuition rate is per lesson and not per month which ensures that you are only paying for lessons offered (i.e. no charge is applied for the weeks of Thanksgiving, Christmas, Spring Break, etc.).

At the end of each semester, the teacher will evaluate the student's lesson lengths and may suggest that the student increase or decrease the current amount of weekly lesson time. It is strongly recommended that you take the teacher's advice as sufficient lesson time is needed for the student to progress at the optimum pace.

Semester tuition:

- 18, 30 minute private lessons: \$\$
- 18, 45 minute private lessons: \$\$
- 18, 1 hour private lessons: \$\$

Monthly payments:

- 30 minute private lessons: \$\$
- 45 minute private lessons: \$\$
- 1 hour private lessons: \$\$

Lesson rates:

- 30 minute private lesson: \$\$
- 45 minute private lesson: \$\$
- 1 hour private lesson: \$\$

Tuition is due by the first lesson of each month for that month's lessons (i.e. August's tuition is due at the student's first lesson in August, September's tuition is due at the student's first lesson in September, etc.). This due date applies whether the student's lesson falls on the first or seventh day of the month. In the event that a family has more than one student registered for lessons which occur on different days, the tuition for all students in that family will be due on the date of the latest lesson. Any student who repeatedly fails to remit tuition after the seventh of the month will be billed a late fee of \$10.00.

Fall and Spring Term Semester Tuition

For those wishing to pay for the Fall or Spring semesters in their entirety (18 lessons), a discount approximately equal to the cost of one lesson (5.5%) will be given. The student may be requested to reestablish their book balance throughout the semester if necessary and the aforementioned due date policy will apply in such case.

Semester payments:

- 18, 30 minute private lessons: \$\$
- 18, 45 minute private lessons: \$\$
- 18, 1 hour private lessons: \$\$

Summer Term Tuition

Six to eight weeks of lessons will be offered in the summer. Tuition is per lesson at the same rate listed above, however, each lesson the student registers for during the Summer term must be paid prior to the beginning of the Summer term. Neither credit nor make-up lessons will be given for lessons the student signs up for in the Summer term if the student misses the lessons.

Students may participate in as many or few summer lessons as he/she would like, but each student is strongly encouraged to register for at least four lessons. Lesson length beyond that is acceptable and strongly encouraged.

Frequent summer lessons will help the student continue with their progress. For those students who either choose or are only able to minimally participate, lessons are still valuable and will aid the student in keeping their current skills with minimal regression. Two months away from the piano will cause the student to be frustrated when lessons are restarted in the fall as skills and knowledge may be forgotten. Summer lessons - even one or two - will minimize this reaction. Those students who do not register for at least four summer lessons will be required to pay a reservation fee (deductable from August's tuition) to guarantee a place in the studio for the fall term.

Group Lessons

An optional group performance, ear training, and music history class will be offered in the evenings the second week of each month from September through December and February through May. The cost per class will be \$7 per student (materials included). Class size will be limited to approximately 6-8 students per lesson. Students will be grouped according to age and ability for 50 minute sessions. Students need not register for every session (though this would provide the most continuity in learning), but students will need to sign up at the beginning of each semester (August and January) for the lessons they choose to attend; there will be no refunds or make-ups for missed group classes.

Students will be given the invaluable opportunity of consistently performing for their peers in a safe and friendly atmosphere. Each student will be taught listening skills in order to effectively critique performances with both encouraging and constructive comments. Ear training will be studied with special attention given to those aspects covered in our yearly theory exams. Developing the ear will also assist other areas of music learning such as memory and active listening. Students will learn about music history through studying various composers and styles of music with possible (minimal) homework.

Miscellaneous Fees

On the occasion that the student chooses to participate in festivals, auditions, and competitions offered each year at the teacher's discretion, the cost per event will be made known to the student prior to the event and those fees will be added to tuition in the appropriate months. Please note that no portion of any entry fee is passed along to the teacher.

Termination

Lessons may not be scheduled for subsequent semesters for any student:

- whose attendance to private lessons becomes irregular
- who repeatedly fails to notify the instructor that he/she will be missing a lesson
- who continually comes to lessons unprepared

Lessons may be immediately terminated for any student:

- whose tuition payments are frequently received after the seventh of the month
- who fails to remit tuition by the last day of the month

Attendance/Missed Lessons

Students are expected to attend all private lessons as each lesson time is reserved exclusively for each student. Enrolling for lessons is a purchase of teacher and studio time, and since the time passes whether a student uses it or not, a lesson missed is time lost. The teacher cannot re-sell missed lesson time nor can she create extra teaching time in which to give make-up lessons. Private lessons missed by the student during the school year or summer term will not be rescheduled; There will be NO EXCEPTIONS to this policy, so please do not ask for a make-up lesson or fee adjustment. If a student must miss a private lesson, he/she is expected to notify the instructor out of courtesy.

Each student will be given the option to have their name, phone number, and lesson time placed on a copy of the instructor's teaching schedule which will then be given to all participating students at the beginning of each semester. This is for the convenience of the students/parents and gives the opportunity and flexibility of swapping lesson times with another student whose lesson is of equal or lesser length as an alternative to missing the lesson. No contact with the teacher is required for this substitute to missing lessons as long as someone comes to each lesson slot. If you would not like your name and phone number to be included on this list, please let the teacher know as soon as possible, but please note that by opting out of the swap list, you are forfeiting access to the list.

Lessons missed by the instructor or canceled due to inclement weather in the Fall or Spring term will be rescheduled at a mutually convenient time during the weeks of December 15-19, 2008 or June 1-5, 2009. Lessons missed by the instructor in the Summer term will either be rescheduled at a mutually convenient time or the student's account will be credited. Once a rescheduled lesson time in any term is determined by the teacher and student, that lesson will not be re-scheduled if the student fails to show for any reason.

Arrival and Departure Times

Students should arrive no earlier than five minutes before their lesson time and should be picked up no later than five minutes after their lesson is completed unless another arrangement is made with prior approval from the teacher. This allows the teacher to focus completely on one student at a time without the possible distraction another student could cause for the teacher or current student.

The student should feel free to enter the studio upon arrival without ringing the doorbell or knocking unless the door is locked. This provides less distraction to the student who is currently taking a lesson as the teacher does not need to interrupt the current lesson to answer the door.

Performances

Because music is meant to be shared, students are encouraged to perform in piano festivals, competitions, and recitals. Additional performance opportunities such as school programs and church services may also be available to the student. The instructor is willing to help the student prepare for these events with ample notice. While these opportunities are offered to each student as he/she is eligible, participation will be the decision of the individual. Students are also encouraged to attend quality musical performances.

Conferences

Personal or telephone conferences concerning the student's progress may be scheduled at any mutually convenient time.

2008-2009 Calendar

The Area 1 school district calendar is observed in reference to Spring Break. Please note that with the exception of Labor Day, lessons will continue to be held on all other one-day holidays including, but not limited to, Martin Luther King Day, President's Day, Good Friday, and various teacher workdays.

August 4, 2008: Fall Term Begins
September 1, 2008: Labor Day – NO LESSONS
Novem. 25-28, 2008: Thanksgiving Holiday – NO LESSONS
December 12, 2008: Fall Term Ends
Decem. 15-19, 2008: Fall Term Make-Up Lessons
December 20, 2008- Christmas Break – NO
January 4, 2009: LESSONS
January 5, 2009: Spring Term Begins
March TBA, 2009: Spring Break – NO LESSONS
April 6-10, 2009: Spring Break – NO LESSONS
May 18-22, 2009: Break – NO LESSONS
May 29, 2009: Spring Term Ends
June 1-5, 2009: Spring Term Make-Up Lessons
June 8, 2009: Summer Term Begins

August 7, 2009: Summer Term Ends

Teacher, an accomplished piano teacher in her eighth year of instructing with 17 years performing experience, is a graduate of the Petrie School of Music at Converse College where she earned a Bachelor of Music degree with summa cum laude honors. Her majors are in both Piano Performance and Piano Pedagogy. She is an active member of the Aiken Music Teachers Association (MTA), the South Carolina MTA, the Music Teachers National Association (MTNA) and the South Carolina Piano

Festival Association. She is also a lifelong member of Delta Omicron, an international music honor fraternity, and Pi Kappa Lambda, a prestigious national music honor society. She has received professional certification from the MTNA as a Nationally Certified Teacher of Music in the field of Piano and is serving the SCMATA on the State Board for 2008-2009 as the MTNA Foundation Chair. She is a frequent substitute on both piano and organ for local area church services and rehearsals.

Studio Contract

By scheduling your child for lessons in this studio, you are under agreement to pay for an entire semester of lessons (divided into Fall, Spring, and Summer terms), whether or not your child/children continues throughout the entire semester except in the event of a move (ample notice must be given). Students who break a finger or arm are still expected to continue lessons as one-hand music will be made available for them to progress with until healed.

If the student discontinues lessons partway through the year for any reason other than an out-of-town move, the student is required to give the teacher at least four (4) weeks of paid advance notice whether or not those lessons are used. Since lessons are prorated, additional costs may be incurred or a discount given to cover the tuition of the number of lessons to the point the student will leave the studio.

Please make sure you understand the missed lesson policy and realize that unattended lessons are automatically forfeited unless arrangements are made with the lesson exchange list.

By signing below, I acknowledge that I have read and understand the 2008-2009 policy and agree to abide by all terms and conditions contained therein.

I, _____ (parent/guardian) have read the attached policy for the studio of *Teacher* for the 2008-2009 year and agree to all terms and conditions listed within.

Signed,

_____ (parent/guardian) _____
(date)

Please keep one copy of this contract with your records and return one to the teacher with the billed tuition and fees, when applicable.

I, _____ (parent/guardian) have read the attached policy for the studio of *Teacher* for the 2008-2009 year and agree to all terms and conditions listed within.

Signed,

_____ (parent/guardian) _____
(date)

Please keep one copy of this contract with your records and return one to the teacher with the billed tuition and fees, when applicable.