

## Name Piano Studio

### Studio Policy/Contract for Academic Year 2001–2002

#### Calendar

Fall/Winter Semester: Tuesday, September 4, 2001–January 18, 2002

Fall/Winter Semester Piano Party, date TBA

Winter/Spring Semester: Monday, January 21–Tuesday, June 18, 2002

Annual Spring Recital, June 2002, date TBA

No lessons during the following weeks:

Thanksgiving break, Wednesday, November 21–Friday, Nov. 23

Holiday vacation, December 22–January 1, 2002, Lessons start again on Wednesday, January 2nd

No lessons Monday, February 18–Friday, March 1st

One week Spring Vacation, dates TBA (this week will not necessarily fall on public-school-week vacation).

Summer Semester 2002—dates TBA, Summer semester is required by the student.

#### Tuition

Yearly: \$XXX Semester: \$XXX\* Each semester includes: 18 lessons, performance opportunities (piano party/spring recital/NEPTA recitals/competitions), and two written evaluations. (\*based on a 30-minute lesson; 60-minute lesson, please double all amounts)

This payment may be made all at once on September 1, or in two payments of \$XXX each, the second due on November 15th (preferred). Payments may also be made in 5 monthly installments of \$XX, all due on the first day of each month. Tuition remains constant regardless of the number of lessons received in any given month.

Costs for each upcoming month—e.g., tuition payments, book purchases, and other fees—are tallied up and entered on the School-Year Billing Sheet (see below) during the last week of each month. This sheet should always be kept in the Parents' Pocket of the student's assignment book. Please do not remove it.

#### Late Fees

A \$15.00 late fee will be charged on any payment not made within 15 days of the first day of the month.

#### Summer Semester

All students are required to participate in the summer semester. If parents choose not to have their children continue in the summer, it is the same as terminating lessons, in that there is no guarantee of a timeslot in the fall.

#### Parents' Pocket/School-Year Billing Sheet

The School-Year Billing Sheet will be placed in the Parents' Pocket of the student's assignment book at the first lesson of the fall semester. It is the student's responsibility to make sure materials in this pocket—such as newsletters and timely announcements regarding performance opportunities or scheduling of the teacher's vacation time—get to his/her parents. If the folder comes back the following lesson with everything still in it, the student loses two weeks of practice time toward the practice prize.

This pocket also serves as a place to communicate between parent and teacher. I am not responsible for any parents who fail to read the newsletter that may contain crucial information concerning parties, recitals, vacation changes, etc.

### Music Books and Materials

All students are required to have an assignment book (available in my studio), a 3-ring binder (1/2" preferred), and a metronome for practicing. Music books, sheet music, metronomes, etc. can be purchased at Gloucester Music, 978-281-4874, and at Ted Cole's Music Shop in Salem, 978-745-4415. When materials are requested for your child, please pick them up promptly.

### Book Deposit

You may leave a \$25 book deposit with me and I'll be happy to get your child's books as they are needed. When the \$25 is depleted, I will inform you via the Parents' Pocket. You may then start another deposit.

### Missed Lessons

There are no makeups for missed lessons for any reason. Should the student miss a lesson, he/she may participate in a group lesson to be offered during the semester at the convenience of the teacher (probably Saturday mornings)—students will be grouped according to age and ability, and ear training, composition, and music history are some of the topics that may be covered in a group lesson.

If the student has a highly contagious illness, please do not bring him/her to the lesson; I will try to give a make-up lesson if it is possible, but I am not obligated to do so. If the teacher misses a lesson, it will be made up or credited toward your bill. No refunds are given for any reason.

### Lesson Exchange Sheet

There is no rescheduling of lessons with the teacher. You may swap your time with another student, using the lesson exchange sheet that will be provided to you at the first lesson of the fall semester. Please inform me of the change. (If I do not have your permission to put your phone number on this list, please let me know.)

### Termination of Lessons/Reduction of Length of Lessons

If the student wishes to terminate lessons, or reduce the length of their weekly lesson, one monthly payment in lieu of one month's notice is required. I reserve the right to terminate lessons with a student who is not prepared for four weeks during a semester. (Any student who does not meet the practicing guidelines may be placed on probation for 4 weeks; if goals set by teacher, parent, and student are still not being met, the student may be dismissed from my studio.) I can only teach a certain number of students; it is not fair for me to keep a student who is not working and have to turn away someone who really wants to learn the piano.

### NEPTA/MTNA/MMTA

As an active member of Music Teacher Associations, I am able to enter students in various piano competitions and performance recitals. Some are high-caliber and very competitive; others are very low-key and casual. Please ask me for more information if you're interested.

### Piano Party/Spring Recital

For students, there is the Winter Piano Party, and the Annual Spring Recital in June. The Winter party is more casual and a wonderful chance for students to play for each other and their parents in a relaxed, festive atmosphere. The more formal Spring Recital is held in June. All students are expected to participate in these performance events.

## Practice

All students are expected to practice 30 minutes minimum per day, for a minimum of 5 days out of 7 per week. Younger beginning students (ages 5–8) may start at a lower daily amount of practice and gradually work up to 30 minutes per day.

Grades 1–7 must fill in times (or parents must fill in times) in their assignment books, and have them signed off by parents. High school students should make every effort to a commitment to a weekly practice routine, which includes 30–60 minutes of practicing per day.

Learning to play a musical instrument is one of the most rewarding experiences in life. It is enjoyable but also involves work. Regular practice is essential to any student's progress, no matter how talented s/he may be. They need support especially in this endeavor. I sincerely hope that the combination of my teaching and your encouragement and discipline at home will make studying music a wonderful experience for your child. Please sign below, indicating that you have read the policy and agree to its terms, and return to me by September 1st. Please keep a copy for your records. Feel free to contact me if you have any questions or concerns. The best way to reach me is via e-mail or answering machine. If you want me to return your call, please be sure to let me know when I may reach you.

PARENTS: I agree to the above policies and wish to sign \_\_\_\_\_ up for the academic year September 4, 2001–June 18, 2002.

Signature \_\_\_\_\_

Date \_\_\_\_\_

STUDENT: I agree to follow the all rules that apply to me, to pay careful attention to my assignments, and to commit to a regular practice schedule.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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Name Piano Studio

address, phone, email

## Checklist

Please fill out and enclose this form with your signed contract and tuition payment. Please return to the studio no later than September 1st. Thank you.

## Parent/Student Info

\_\_\_\_\_

Parents' Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Age/Birthday: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_ I would be interested in having my child perform/participate in regional recitals and/or competitions. Please give me more information at the first lesson.

Teacher Piano Studio Invoice

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AMOUNT:

\_\_\_\_\_ I will be paying yearly tuition in:

2 semester payments\_\_\_\_\_, 4 half-semester payments\_\_\_\_\_,

10 monthly payments\_\_\_\_\_. My tuition payment is enclosed.

\_\_\_\_\_ I have enclosed my refundable\* Spring 2002 Recital deposit ( \$10 )

\_\_\_\_\_ I wish to subscribe to the Piano Explorer magazine ( \$4 )

\_\_\_\_\_ I wish to purchase a 2001 Spring Recital tape ( \$6 )

Total Enclosed: \_\_\_\_\_

Please make checks payable to: Teacher Piano Studio or Teacher. Thank you.

\*The Spring Recital Deposit is \$10 per family. It is fully refundable if the student terminates lessons before the June 2002 recital. No refund is given if any balance is due at the time of termination or if insufficient termination notice is given (less than 30 days).

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Teacher Piano Studio

Teacher-Student-Parent Triangle

The relationship of teacher, student, and parent is very important for successful piano study. Each has certain responsibilities to consider.

As the Teacher, I will:

- Provide a complete program that includes many styles of music—Baroque through Romantic and contemporary, including popular music, and theory, ear training, and music history, as lesson time allows. If the student is interested in jazz, improvisation, or composition, these will be included in their program.
- Maintain my skills by participation in music organizations, and by attendance at seminars, workshops, and master/private classes.
- Keep abreast of current teaching methods and materials.
- Bring awareness of the beauty of music to each student in a way that is within his/her grasp, respect each student's individuality and nurture a love of music in that student, and encourage and support self discipline and self esteem in every student.

Student Responsibilities

At the lesson, I will:

- Leave candy, gum, food, and drinks in the car or at home.
- Have trimmed fingernails and washed hands.
- Bring all current music books, theory book, assignment notebook, and any other materials so all will be available at lessons, whether or not all of them are used each week.
- Deliver promptly any papers placed in the Parents' Pocket of my assignment book to my parents. I understand that if I bring the assignment book back to my lesson the following week with the same materials in the Parents' Pocket, I forfeit two weeks of practice toward practice contests.

- Not whisper or talk in the waiting area, and walk up the sidewalks quietly to my lesson.
- Be cheerful, polite, and cooperative. (If I fail to act cooperatively my teacher may call a “time out” for the rest of the lesson.)

At home, I will:

- Practice a minimum of 30 minutes daily for at least 5 days per week, and fill out my practice chart each week in my assignment book. I further understand that this minimum practice time does not include time spent on written assignments. My teacher has agreed to help me with learning how to practice well, and I agree to call her if I do not understand how to use my practice time.
- Read and follow all practice instructions in the assignment book and complete all parts of my weekly assignment, including written work, sightreading, technique, and repertoire.
- Comply without argument or excuse when I am reminded that it is time to practice. I understand that I may not always feel like practicing, but that it is important for me to do so on a regular basis to maintain and improve my playing ability, and that my parents are my coaches in helping me to do this.

## Parents' Responsibilities

### On the Lesson Day

Please drop off and pick up your child on time. More than 5 minutes early is too much, as it is distracting for the student whose lesson is in progress. I will continue to do my best to stay 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. Lesson time will not be made up if you are late. Remember, by being prompt, your child will know that you respect the work that they are doing. Always be sure your child is in my studio before driving away.

Long fingernails preclude the development of good piano technique, so be sure your child has them trimmed short, no longer than the end of the finger. This is necessary preparation for every lesson. If the student's nails are too long, lesson time will be used trimming them.

### About Practicing

Practicing piano takes concentration, and, unlike group activities, can sometimes be lonely, making it hard for the student to face practicing and actually even get to the piano. Help your child find a consistent practice time every day (if 30 minutes all at once is too overwhelming, splitting practice into two 15-minute sessions works well).

Encourage and praise your child on the work accomplished; always keep the emphasis on what is accomplished, not on counting minutes.

Ask your child to play a piece that they learned, rather than explain what they learned, at a lesson. Sit down and listen to your child's weekly practice assignment immediately following the lessons, and then listen again just before the next lesson. Comment on the improvement you hear.

Help your child fill out their practice charts, and sign off on them weekly (grades K–7).

Part of successful music study includes listening to music—classical and jazz, not just pop/rock radio—with your children. Listen on the radio, watch concerts on public television, or take your children to live music performances.

Support your child by actively listening to his/her practice (as opposed to passive listening, e.g., while cooking dinner, etc.). As you know, your child will only be as committed as you are. To ensure you

get your money's worth out of lessons, I need parents' help to motivate and support students, and to make music study a productive experience.

### About Your Piano

Please be sure your piano is in tune (you should tune it twice a year) and in good condition (all keys and pedals working). It is very difficult for the student to enjoy playing on an out-of-tune instrument. As well, it's hard to develop listening and pedaling skills on a poor instrument. Putting off tuning is not cost effective; a piano that is very out of tune will probably need several tunings over a period of weeks or months to bring it back to pitch. Remember, a student's development and motivation to practice is directly connected to the practice instrument: having a good instrument sends a strong message to your child about the importance of their musical endeavor.

The piano should be away from distractions—TV, friends, other siblings—but situated where you can hear your child playing. The piano area should be well lit and the piano bench situated at the right height for the student, which I will go over in lessons. If your child's feet do not yet touch the floor, please place a footstool (or similar) under their feet.

Electronic portable keyboards are not acceptable as practice instruments. All students must have a piano, or have regular access to one for practicing, within three months of beginning lessons. (I reserve the right to discontinue lessons with any student whose family has made little or no effort to do this.)