

STUDIO POLICY

Effective May 2010

PRACTICE

Students are expected to devote regular daily practice on their lesson assignments. The student should do each assigned piece twice each day. This will probably amount to at least 40-60 min of daily practice time. Young beginners require less practice time, around 15-30 minutes. This time must be regular and free of interruption to achieve practice goals. It is urged that on the day of the lesson the student practice one short session before and one after the lesson to receive the maximum benefit from the instruction period. Two or more short practice sessions are usually effective for younger students on a daily basis. The piano should be placed in an area conducive to study and practice with good light and not in competition with the television or other activities of the family. The student should also have a metronome and a sturdy music carrying case. A practice record is required of all students to be kept with the assignment book. Assignment notebooks are available for purchase at the studio reception desk.

REPORT CARDS

Report cards are included in the Assignment Notebook. For teachers who chose to utilize this feature, the reports will be distributed at the end of the months of January and June. The report card is not intended to be a "grading" system, but rather a tool of encouragement. It is a way of showing the student areas of expertise and growth, and encourages more time spent on areas of needed improvement. Students are not competing with each other—only with himself/herself.

ACTIVITIES

All students are expected to participate in semi-annual recital performance, or yearly solo and ensemble contests at school. It is also important for students to attend concerts and become acquainted with professional recordings and performances that will expand their concept of music and performing styles.

PARENTS INVOLVEMENT

Aside from the obvious responsibilities of seeing that the student is on time for lessons with music well prepared and fees paid, parents can play an active role in determining their child's success in musical studies. The key to a parent's successful approach is a combination of expectation and support through every level of acquiring this skill. Listening and interacting are superb support activities throughout every level along with sincere praise when deserved, and encouragement when achievement is difficult. Encourage the use of metronome and recorder. Your interest in composers, recitals, music programs on television and radio will reinforce your support of the acquiring of artistic skill and imagination. Parents are always invited to attend any lessons. If at any time there are problems concerning the student's music study, parents should feel free to arrange for a conference.

ATTENDANCE & CANCELLATION

The assigned lesson time is the student's responsibility. The student should arrive on time with the materials needed for the lesson. Make-up lessons are a privilege not an expectation. Missed lessons will be made up only subject to vacancies in teacher's schedule and if notification of cancellation was made in advance. If it is necessary to cancel a lesson, 24 hour notice must be given. If 24-hour notice is not given, then the student will be charged for the lesson. Group lessons and performance classes cannot be made up for any reason due to the nature of these lessons. Late arrivals and early dismissals are disruptive to the group and should be avoided.

FEES AND TUITION & MATERIALS FEES

Private lessons are \$26 per half hour session. Tuition is paid on a monthly basis and is due the first lesson of each month. If a monthly payment is not received by the 15th of the month, a \$5.00 overdue fee will be added. Since the teacher sets aside time for each student in an ongoing schedule, a credit for a missed lesson will be given only if it is canceled by the teacher, unless the session is cancelled with at least 24 hours' notice. No more than three refundable credits can be issued in any 3-month period. Any additional cancellations, even if given with 24 hours' notice of the scheduled lesson time, will still be charged to the student's account. If a late payment is made two times, then a credit card will be required to be on file. All payments that are late beyond this point will be automatically deducted from this credit card. Registering a student for this studio serves as the written agreement to these terms.

The studio keeps an inventory of most of the materials and books that the student will need. If a student progresses on to the next level book, or needs another book, the actual retail price of the book will be applied to the student's account, and payment will be due in the next billing cycle.