

Studio Policies

Please check off each box indicating your acknowledgement and acceptance of the policy.

TEACHER Responsibilities

- Individualized Instruction** | I will do my best to treat every student as an individual, providing a positive and enthusiastic atmosphere for learning. I will treat all my students as the musicians they are at every level of learning. I will help them learn to think, hear, and create music with understanding and play their instrument successfully and artistically.
- Preparation** | I will be as organized as possible, prepared for their lessons, and will work to engage, motivate, and inspire them to the best of my abilities, giving them tools to be successful at home.
- Communication** | I will have open communication with parents including their student's struggles, needs, progress, expectations, and efforts.
- Professional Development** | I will be a motivated self-learner, engaging and participating in regular professional development courses, conferences, and more. I will keep my teaching and opportunities in the studio fresh.
- Presence** | I will be present and fully engaged in every lesson and group class of the studio calendar year. If I must cancel due to personal illness, family emergencies or weather, I have one "flex week" build into the calendar in which I can cancel *without* makeup. This however, is only used in extreme circumstances. Otherwise I will do my best to reschedule any cancellations I enact.

STUDENT / FAMILY BENEFITS AND RESPONSIBILITIES

- Student Practice and Expectations** | Students agree to be fully prepared with the week's assignments with all required materials. Daily practice is necessary and expected in order to make good progress. Assignment will be clearly outlined at each lesson and students should ask questions. Remember – 80-90% of your time at the piano is at home. Five days of practice per week is expected. Quality of practice is more important than quantity but the following recommendations should serve as a guide to achieve satisfactory results. Of course, to achieve excellent results, students should expect to practice 1.5 to 2 times as much as listed below. (Two shorter practice sessions a day are better than one i.e. age 6 = 10 minutes in morning and 10 minutes before supper).
 - 5-6 years old: 15-20 minutes per day
 - 7-8 years old: 20-25 minutes per day
 - 9-10 years old: 25-30 minutes per day
 - 11-14 years old: 35-40 minutes per day
 - 15 and older: 45-60 minutes per day

- Parent Participation and Expectations** | Parents should be involved in student's studies in terms of ensuring a quality practice instrument, and scheduling, organizing, and prioritizing the practice time. Encourage and praise student accomplishments and dedication.
- Practice Instrument** | Students are required to have access to a piano in good working condition with working pedals, and a bench of appropriate height. For best results, acoustic pianos are preferred. They should be tuned by a piano technician at least once a year and maintained in good condition. It is very discouraging to play on an out-of-tune instrument or that has broken keys or pedals.

What type of piano do you have? Acoustic (it has strings) Digital (you plug it in)

Do the need information for a piano tuner and repair technician? Yes No

- Personal** | If something is happening at home or school that is affecting your child please let me know so I can be sensitive to the needs of your child.
- Instruments** | Students must have access to a well-maintained acoustic piano. Digital keyboards, although used in the studio, are not ideal for long-term success. A working pedal is a must.
- Weather Cancellation** | The studio does not run on school closing schedules and will issue its own independent closings due to weather.
- Absences** | Students are allowed one re-schedule per year as long as I am notified the day before. This gives me a chance to fill their slot. Day-of cancellations will not be rescheduled. Due to the teacher's limited availability, further reschedule requests will be considered, but not guaranteed. Those who need more flexibility in scheduling to accommodate other activities should sign up for the swap List (details below). Students who are ill should not come; I reserve the right to send a student home if they arrive sick. If students are mildly ill, please contact me and we can do a FaceTime lesson, or I can record a short video assignment during their regularly scheduled time.

- Swap List** | Families have the opportunity to participate in a “swap list” to help avoid absences. Those who choose to participate will be given a list of the lesson times of all participating families along with email addresses and phone numbers. If you are unable to make your lesson time, you can contact another student to switch times for the week. More specific instructions rules will be included on the list you are sent. Please check the box below to either opt in or out of the swap-list.
 - Opt-IN
 - Opt-OUT
- Group Class** | Approximately every 5 weeks, students will have a group class in lieu of their weekly private lesson. There are no-makeups for missed classes.
- Mini Recitals and Public Performances** | There will be 1-2 “mini-recitals” held at the studio with 4-6 students during the year. Students are expected to participate in one. There are also various other opportunities to perform throughout the year like in nursing homes, etc. Students are encouraged to participate in at least one performance opportunity outside of the Spring Recital.
- Year-End Spring Recital** | All students are expected to participate in the Spring recital in May.
- Discontinuing Lessons** | At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess of absences and/or unprepared lessons, or if they show continued lack of interest. Students who choose to discontinue lessons for whatever reason must give the teacher a 1-month notice so the spot can be filled as this is a loss to the teacher’s income.

GENERAL

- Please drop off and pick up your students in a timely manner. Parents and siblings may wait quietly in the room, in their vehicle, or run errands. If you are in the room however, please do not talk to the student or interrupt while the lesson is in progress unless the teacher otherwise indicates.
- Students may enter the studio 5-10 minutes early to warm up and practice on a keyboard. Otherwise, please do not enter the studio more than 5 minutes before your lesson so as to not disturb the other student’s lesson time.
- Please put cell phones on vibrate to avoid disruptions. The teacher’s phone will be on as it is used for teaching purposes. I receive and see but do not necessarily *respond* to texts when I am teaching. Text or leave a message – I will get it.
- Please refrain from bringing any food, drink or chewing gum into the studio.

TECHNOLOGY / INTERNET SAFETY AND ACCEPTABLE USE POLICY

- Students should only use the studio computer and / or iPad and the Internet to complete the work assigned. Unless research is part of the assignment, students are not to move beyond the assigned resources to other sites that have not been previewed by the teacher.
- Students should use the Internet in a responsible, ethical and legal manner in accordance with the mission of this music studio. The use of the Internet and the studio iPad is a privilege, not a right, which may be revoked at any time for inappropriate behavior.
- It is possible that students may accidentally access objectionable material on the Internet. Students should immediately report access of inappropriate material to the teacher.

The following activities are not permitted:

- Upload or download any file without the teacher’s permission
- Disable, change the settings or in any way damage the computer and/or iPad
- Access another student’s materials, scores or files without permission
- Copy, download or distribute any copyrighted material without permission

Parents are encouraged to discuss responsible use of the Internet and devices with their children.

FEES

- Yearly Registration Fee** | \$40 for new students; \$30 for returning students (not to exceed \$60 per family)
Covers: Registration process, assignment books and materials, studio t-shirt.
- Materials Account Deposit** | \$60 A pre-paid account which allows the teacher to have funds to purchase your student's materials at any given time. When the account reaches below \$5 a \$60 re-charge will be assessed. Cost per year depends on age, level, and rate of learning but you can generally expect \$120 max per year.
- Tuition** | Tuition is a flat monthly rate (see payments below) which takes into account all costs whether there are 2 or 5 lessons in a month, according to the studio calendar. The teacher reserves the right to raise fees at the beginning of the school year. Tuition does not include outside opportunities such as (but not limited to) the Achievement in Music or Opus Composition Festivals. Please be assured that I am always working for my students. I think many would be surprised at the amount of time spent outside of lessons. Know that your tuition fees pay for far more than in-lesson time. A brochure on *What does my Tuition Cover?* is available on request.

	Yearly Tuition	2 Semester Payments (August, January)	10 Monthly Payments (August – May)
30 minute lesson w/ 30-minute lab	\$980	\$490	\$98
<i>*Recommended:</i> 45 minute lesson w/ 30-minute lab	\$1,380	\$690	\$138
60 minute lesson w/ 30-minute lab	\$1,780	\$890	\$178

- Payments** | Tuition can be paid in the following methods and is due the first lesson of the month: Cash, personal check*, or automatic bill pay through your bank are accepted. I highly encourage you to set up an automatic bill pay.** This is a free and easy service through most banks. The studio's late fee policy still applies to automatic bill payments, so be sure and schedule appropriately. Please make all checks payable to Studio 88.
**If a personal check is returned for any reason, any bank charges incurred will be added to your following month's tuition.*
***Mail payments to 122 Lamar St. Suite 104, Bluffton, IN 46714*
- Late fees** | Payments not received within 5 business days of the due date will be assessed a \$5 late fee.
- Family Discounts** | Multiple students (parent and child included) from the same immediate family may qualify to receive a discount. Discount is at the discretion of the teacher and is subject to change.
- Refunds** | There are no refunds.
- Summer (June, July)** | Although I feel strongly about the need to continue lessons through the summer, students are given the option to take off. If, however, you choose to take the summer off, you will need to pay your non-refundable fall registration fee plus a non-refundable deposit equal to the amount of the registration fee by the last lesson in May in order to hold your spot in the studio for fall. Summer lesson information and options are available in April/May. Tuition is generally the same monthly rate as the previous school-year.