

PIANO STUDIO OF BARBARA THOMPSON
Statement of Lesson Policies (9/2019 to 8/2020)

My principal objective is to develop the music potential of each student. This is achieved through regular instruction with a balance of repertoire, technique, and theory.

It is expected that practicing is a vital part of the learning process. Each student needs to realize that anything worthwhile is only attained by hard work. Practicing is a discipline that requires firm parental support. If students know it is expected, just as their homework for school, they will get it done. I will make it clear to each student at lessons how much practice I think will be required weekly and will record this in his or her planner.

Please review this Studio Policy as it sets out the rules that I have established to make the learning experience beneficial for all my students. These policies are part of the contract you have with my studio. While I know that unexpected events may arise that necessitate an exception to these rules, I reserve the right to determine when to grant any such exception.

TUITION For the school year (September through May), total tuition is based on 34 lessons. Lesson fees should be considered as tuition for a course of study, payable in advance. Monthly statements will be sent to you via e-mail. Tuition is due at the first lesson of each month, beginning with the first lesson in September. Monthly fees for each student are based on the lesson length. The monthly tuition is the same as last year.

\$95 per month / 30 minute lesson

\$135 per month / 45 minute lesson

A **late fee of \$10** will be assessed to your account if the bill is not paid by the 15th of the month. Checks returned for NSF will be charged \$25.00.

Extra fees may occur associated with registrations for exams, contest, or festival. Music and a piano planner also will have to be purchased during the year. For your convenience, I'll obtain the planner and music, and include these charges on your statement.

SUMMER LESSONS: (JUNE-AUGUST, 2020) With flexible scheduling for lessons in summer, lesson charges will be made at a rate of \$24 per 30 minute lesson, and \$34 per 45 minute lesson. This will be billed monthly according to the number of lessons actually scheduled.

REGISTRATION In order to guarantee a specific time slot for lessons during the 2019-2020 school year, a registration fee of **\$30** for each returning student and **\$40** for each new student is required. This fee also covers paper and music supplies, recital expenses, music lending library expenses, etc.

MAKE-UP LESSONS Tuition reserves your private lesson time. What you do with it is entirely up to you. Forgetting to come to lessons will never be made up. If you have conflicting activities, you may use the exchange list to switch times. I will expect you to do the calling and to let me know about the results. Due to my schedule, make-up times may be hard to find. Lessons missed because of extended illnesses, inclement weather, medical emergencies (not routine appointments), or a death in the family may be made up at the discretion of the teacher. In the event it is necessary for me to be absent, I will make up the lesson(s). Family vacations, social, or school events including athletic events may not necessarily warrant make-up lessons.

LESSON EXCHANGE LIST Each September I publish a list of students' names, telephone numbers, and lesson times for those who choose to be part of the Lesson Exchange List. All students who opt-in for this list will receive a copy and can use it to rearrange lesson times for important and unavoidable conflicts. The person initiating the change must notify me in advance of the changed lesson times.

PIANO PLANNERS All students will be required to purchase a piano planner from me. It is extremely important that the planner is brought to every lesson. I can't possibly keep track of what I have assigned to all of my students without seeing the planner. There is no excuse for practicing the wrong piece or "forgetting" a piece, as I make it clear each week what each student is to be practicing.

STUDENT RESPONSIBILITIES Students are expected to arrive punctually, prepared, and with all music and other materials. Any tardiness will be taken out of the student's lesson time.

STUDIO I would request that shoes be removed before coming onto the carpet in the studio. Also please do not bring food or drink into the studio. Students are also prohibited from chewing gum in the studio.

PIANO KEYS Please wash your hands before lessons. My grand piano requires special care and respect. At the studio, the piano keys can become a medium for communicable diseases. Cleanliness can reduce this factor. A student may wash here before playing if it becomes necessary.

DROPPING OFF AND/OR PARKING For better traffic flow, please enter the driveway across from our mailbox and drive passed our garage so that you can see the piano through the window. If you need to park, do not block the garage and pull forward enough so another vehicle can park behind you.

PIANO ACTIVITIES If a student has at least one year of piano study, I will expect preparation for at least one MMTA program during the year such as theory, piano syllabus exam, or SSMTA recital, or participation in the MFMC Music Festival.

CONFERENCES There will be a yearly parent, student, teacher conference prior to the end of the academic school year. This is important in order to evaluate progress and to set goals.

LESSON TERMINATION I expect students to commit to lessons for the school year. However, if it is necessary to discontinue lessons, I require a month advance notice and payment in full for all lessons and music prior to the final lesson. I also reserve the right to dismiss students when their practice, behavior, and/or participation at lessons do not meet my standards. Prior to any decision to terminate, I will contact the parents to discuss the situation.

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Please return this part to me by _____ in order for:

_____ to take piano lessons with me.

Include the registration fee of ___ to guarantee a time and day for 2019-2020.

I have read and understood the studio policies for 2019-2020 and will abide by them.

Parent's Signature

Date