

Signature Music Studio

Studio Policy 2018 - 2019

- I. **Private Piano Lessons:** I will be prepared and available to teach approximately 36 weeks per year. These lessons are from September to June. Summer lessons are separate and are from July to August.
- II. **Lessons:** Because specific times are set aside for specific students, a student who does not attend a lesson will simply miss the benefit of that lesson. I will then use that time or other times to plan for the student's progress, locate materials, etc. Please be assured that your tuition pays for far more than the time spent with your child (see "*Where Does My Tuition Go?*"). There are no refunds, discounts or makeups given unless I am unable to teach the promised number of lessons.
- III. **Makeup Lesson Policy:** The studio does not offer makeup lessons. If you wish to cancel a lesson, please give 24 hour notice so that other arrangements can be made for rescheduling other students. Here are a list of alternatives should you not be able to attend a class:
 - A. *Rescheduling emails:* Emails will be sent out for students to choose an available time within the studio teaching schedule. Lessons are chosen on a first come first served basis. Please wait for a confirmation email before securing your date!
 - B. *Performance or Group Class:* Attending these classes can be used as a makeup.
 - C. *"Check-ins":* Facetime, the phone, and Google Hangouts are becoming a very useful tool for teaching students who cannot make it to lesson due to illness, weather, etc. If you have a computer with a camera close to your piano or a laptop that you can move close to the piano, please add my phone number to your Facetime. This will allow me to call you and have a lesson with you over the internet

if need be. Students can also “check in” by emailing me an audio recording or make a video of their assigned piece for me to assess. I can readily make any quick corrections and assign new material if needed for the following week.

**** If you wish to cancel a lesson, please give 24 hour notice so that other arrangements can be made.***

IV. TERMINATION OF LESSONS: If a student and/or parent should decide to terminate lessons at any given time during the year, the studio requires one-month notice in person or via email. Reimbursement for the remainder of the semester will be based on the date of the notice given.

V. PROMPTNESS, PREPARATION AND PRACTICING: Promptness is expected of each student. Also, it is expected that students be prepared for each lesson. They must bring their Music Books, Homework Books and other relevant materials to every class. Students are responsible for purchasing their own books or other materials unless otherwise specified. Please make sure nails are cut short and hands are clean. Adequate practice time should be scheduled 5-7 days each week at a set time each day to ensure steady progress and healthy practice habits. It is recommended that students ages 4-7 practice 15-20 minutes twice daily; ages 8-10 practice 30-45 minutes a day; ages 11-13 practice 45-60 minutes a day and 14 and older in the upper intermediate and advanced levels spend more than an hour a day preparing for their lessons. Make sure the practice environment is free from other distractions e.g. t.v., radio, loud chatter, etc. There should be adequate lighting and the bench at the proper height. Parental supervision is extremely helpful – especially with younger students. Try to sit with your child when you can and encourage them to read their Homework Book to check on the week’s assignments.

VI. PIANO MAINTENANCE: Ideally, students must have an acoustic piano in order to practice proper musicianship skills. If this is not possible, an 88 – keys touch - sensitive, weighted electronic keyboard is acceptable for a temporary period of time.

You should tune your piano at least once per year. An out of tune piano not only sounds unpleasant, but will also affect your listening and pedalling skills!

VII. PHOTO AND VIDEO RELEASE FORM: In addition to our own website at www.signaturemusicstudio.net I also have a Studio Facebook Page, Instagram and Youtube Channel. I use photos and short videos of my students, which are posted frequently. The students are identified only by first name and last initial. In general, the students love to see their pictures and videos on my website. They find it motivating and exciting to think that others want to know what they are learning. If you do not want your child's image(s) to be used, kindly let me know.

Thank you for your assistance in making Signature Music Studio a positive, healthy environment in which our students can thrive. If there are any questions regarding the policy, do not hesitate to contact me.

Signature Music Studio Policy Consent Form 2018-2019

All parents/Students who find these policies acceptable will sign both copies and return it to me prior to the first lesson

I have read the above 2018 -2019 Policy and agree to abide by all the terms and conditions in the document.

Agreed and consented by:

Signature of financially responsible party

Date: _____

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I have read the above 2018 -2019 Policy and agree to abide by all the terms and conditions in the document.

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