

Grace Note Piano Studio Policy 2019-2020

Participation Expectations for Students

Students are expected to:

- Ask questions and try your best!
- **Practice five days a week so you make notable progress in your pieces.**
- Be prepared for lessons (with all books and completed theory or other projects).
- Keep fingernails trimmed short (should not extend past the end of the finger).
- Turn off cell phones during lessons.
- Participate in performance workshops, recitals (and conferences as needed).

Participation Expectations for Parents

While most students are initially excited to begin piano lessons, please be aware that they will face challenges and sometimes frustrations. As the initial enthusiasm is replaced by an awareness of the discipline and commitment required to attain skills, **your encouragement and praise will be essential to your child's success.**

Set aside a scheduled practice time for your child. It is important to budget time for practicing and to make it happen as a part of his or her daily routine. For example, you and your child might decide that each day after her afternoon snack she will practice for 30 minutes or that from 7-7:45am is her piano practice time. Many families report that practicing before school works well for them. Please **supervise home practice sessions, making sure your child completes each assignment.** Many children are not disciplined enough yet to manage practicing without your support.

You must **have a piano or full-sized keyboard with 88-weighted keys, foot pedal and a bench at proper height in your home.** A piano is strongly recommended as nothing can take the place of its touch and sound. If you have an acoustic upright or grand piano it should be tuned twice a year. **Maintaining your acoustic piano is important.** I can recommend a piano tuner/technician. A humidifier in the room with the acoustic piano helps to keep the instrument in tune for longer lengths of time. The piano should be located in a well-lit place that allows practicing to be done with as few distractions as possible (TV and other siblings).

Services Provided

Private individual piano lessons are provided on a weekly basis with lesson times of 30, 45 or 60 minutes at St. John's Lutheran Church. Lessons are conducted each week on a specific day and time, which is reserved for each student during the Fall-Spring Session. See below for Summer Session details. **Enrolled students are expected to participate in performance workshops and recitals (and conferences as needed). Students that miss the workshop will not be able to perform at the corresponding recital unfortunately.** Please prioritize these dates in your family's schedule.

Studio-Based Lessons

Please enter and sit quietly in the waiting area. You must supervise any siblings that have accompanied you. Phone calls should be taken outside. **You are welcomed and encouraged to observe your child's lesson** as long as your presence is not a distraction. I may not have time to discuss your student's progress immediately after class, as I need to prepare for another student, however, I am available to answer your questions and to discuss any concerns you have via phone or email.

My First Piano Adventures	30-45 min
Primer	30-45 min
Level 1	45-60 min
Levels 2A & 2B	45-60 min
Levels 3A & 3B	45-60 min
Levels 4 & 5	60 min
Advanced Students	60 min

*The duration of lessons is determined by the student's attention span as well as by his or her skill level.

Rescheduling Policies

Each student is permitted one make-up lesson for the Fall-Spring Session. This lesson will take place the week of May 18-21. Any other missed classes will be forfeited. Each student is guaranteed his or her regularly scheduled lesson each week unless the teacher is severely ill or Cedar Falls Schools have cancelled for dangerous weather. Lessons cancelled by the teacher will be covered by flex-days or rescheduled.

Flex-Days The Fall-Spring Session spans 33 weeks (9/4-5/17). Tuition enrolls your student in 31 lessons. This gives the teacher the ability to take 2 flex-days* off for illness or dangerous weather without rescheduling or refunding. Any remaining flex-days that have not been used by the end of the term will be scheduled for the last weeks of the Fall-Spring Session. **Thursday students will only have one flex-day this academic year due to an abundance of holidays falling on Thursdays.*

Obtaining Books and Other Necessary Supplies

- **Lesson Books / Music / Binder or Assignment Book** - I will purchase these materials and the cost will be added to your invoice.
- **Metronome** - If you do not already own one, you will need to purchase a metronome or download a free metronome app within the first month of lessons.
- **CD Player/Tablet or Apple Device** – Students benefit from playing along with audio tracks! I will send you a link to download them (Android/PC) or you can get the free **Piano Adventures Player Mobile App for Apple devices**. Teaching your child how to run the player and keeping it near the piano is recommended.

Media Consent

Parent hereby consents to and authorizes **Grace Note Piano Studio** to capture and use video-audio recordings and photographic images of my child(ren) and/or his or her musical performance or quoted statements in print, electronic, or online media, for educational and promotional purposes only, and without any compensation to me or my child(ren). Students will not be personally identified without further parental permission.

I _____, agree/disagree with the media consent as presented above.

Tuition and Expenses

Invoices will be sent by email. Payment may be made by check, cash, credit card or EFT and is due by the 1st of the month. I will provide my account information if you choose to transfer funds via online banking. Please **include your student's name in the EFT memo section. Cash payments should be delivered by a parent** to Kelly Parker. Receipts will be issued. Checks may be mailed to the address below or delivered in person. Credit card companies charge 3.29% of the amount customers pay as well as \$.029 per transaction. As a small business I can't absorb these costs. **If you choose to pay online, with a card or over the phone a surcharge will be added for the amount it costs to process the payment.** There will be an additional total line in your invoice with that amount calculated.

A late payment penalty of \$20 will be assessed for tuition not received or postmarked by the 1st. A fee of \$35 will be charged for returned checks. The fee for recitals is \$20. They will be added to November and April's invoices before our Christmas and Spring Recitals respectively. The recital fees are non-refundable.

Tuition is based on enrollment, not attendance, and reserves your student's exclusive lesson time throughout the session. Please reserve and prioritize this time in your family's schedule.

Fall-Spring Session	full tuition	two payments	nine monthly payments
9/4-5/17 31 lessons	due 9/4	due 9/4 & 1/1	due on the 1 st monthly
30 min lesson	\$900	\$450	\$100
45 min lesson	\$1215	\$607.50	\$135
60 min lesson	\$1485	\$742.50	\$165

Summer Session features flex-lessons.

Flex-lessons are different in that you can schedule them in advance around your family's summer plans.

Summer Session	one payment
5/26-8/17 7 flex-lessons	due on 6/1
30 min lesson	\$200
45 min lesson	\$280
60 min lesson	\$345

Regular Weekly Lessons are also available at the same pricing as during the Fall-Spring Session.

Termination of Services Policy

Regrettably, I will have to discontinue lessons if a student has an uncooperative attitude, persistently misses lessons, does not progress due to insufficient practice or fails to pay tuition on time. Other causes include but are not limited to, any violation of this studio policy. For any reason, if you must stop lessons, please give as much notice as possible.

Contact Information

Please feel free to email or call me. If you need to miss a lesson, please notify me as soon as possible. I am happy to discuss your child's progress and answer any questions you might have. I love hearing from you!

cell: 347.251.2281

email: kellyparker@fastmail.fm

website: gracenotepiano.com

mail: PO Box 814, Waterloo, IA 50704

Adherence Statement

This Studio Policy is a legal contract made between **Grace Note Piano Studio**, Student and Parent, on this date for the provision of private music instruction services to Student.

I, _____, have received, read and understand the above guidelines pertaining to music lessons with **Grace Note Piano Studio** and agree to abide by its provisions, as a condition to Teacher providing music lessons to Student.

Student(s) signature

Date

Parent/Guardian signature

Date