

STUDIO POLICY

Beth Kloes

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LESSON ATTENDANCE AND FEES

Lessons are given on a weekly basis, with beginners taking half-hour lessons and, usually increasing their lesson time to 45 minutes after the first year or two. Tuition is paid on a monthly basis according to the chart below. Music needed by the student and registration fees for special events, other than special group activities within the studio, is NOT included in the tuition fee. Music will be provided to the student as needed, and charged to the following month's tuition bill. Tuition must be paid by the 7th of each month or a late fee of \$10.00 will be charged in addition to the monthly tuition fee. Lessons may be rescheduled if there are conflicts or if a student or family illness or emergency occurs. If students decide to discontinue lessons, 2 weeks' notice would be appreciated.

Tuition Rates as of January 1, 2017:

Half-hour lesson - \$75 / month

45-minute lesson - \$112 / month

60-minute lesson - \$150 / month

Holidays:

Memorial Day

Independence Day

Labor Day

Wednesday, Thursday, & Friday of Thanksgiving week

2 weeks at Christmas (dates to be announced each year)

Vacation:

Students – 3 weeks*

Teacher – 3 weeks (includes time for professional teacher development)

*If students take more than 3 weeks' vacation, they may schedule make-up lessons as needed.

For lessons to be rescheduled, I must be contacted no less than 48 hours in advance of schedule conflicts, including vacations, and by noon of the missed lesson day for illness. Lessons missed due to an emergency may be rescheduled as long as I am notified as soon as possible before or after the missed lesson. If I am not notified of a missed lesson, the lesson cannot be rescheduled. Credit for missed lessons will not be given in any situation. Students are expected to take lessons over the summer months. Student and teacher vacation times are included in the tuition rates. Students needing extra vacation time for a VALID REASON (travel, camp, etc.) will be asked to pay a one-month non-refundable deposit in order to continue lessons in the fall (lesson time will be held if possible and desired). Tuition rates will be adjusted accordingly. During the winter months, piano les-

sons are NOT automatically cancelled when school is cancelled. If you think you will have difficulty driving to get to a lesson, please contact me and a make-up lesson can be arranged.

PERFORMANCES

Students are strongly encouraged to attend Piano Club, which is an informal opportunity for students to play on-ly in front of other students and the teacher. These are held on Saturday afternoons about every 6 weeks, at my studio, from September through May. Students may be excused if there is a conflict, but I must be told in ad-vance if they will be absent. If students are absent from Piano Club without notifying me in advance, a note will be sent home at their next lesson requiring the parent's signature, and the reason for the absence. There is no ex-tra charge for Piano Club.

A yearly recital will be held in the spring at a location to be announced, giving the student an opportunity to play in a more formal setting, and allowing parents and relatives the opportunity to hear students perform publicly. Students may only be excused from the recital if they are out of town or if illness or an emergency occurs. The date and location of the recital will be announced early in January, so arrangements can be made as needed.

Students will also be strongly encouraged to participate in other events, such as Ohio Music Teachers Associa-tion activities and National Piano Guild Auditions. Details will be sent home on each event as they become available with information on location, fees, and requirements. Other recitals and festivals also exist for the more advanced students, or those who wish to do a lot of performing. These events will be discussed with the parents as they occur.

PRACTICE TIME

Students are expected to practice at least 5 days each week if at all possible. Usually beginners will need to practice for at least 15 minutes a day, gradually increasing the time to 30 minutes per day sometime during the first year or second year, depending on age and ability. More advanced students will need to increase their prac-tice time still more as they progress, usually to 45 or 60 minutes a day or more for advanced High School stu-dents.

EVALUATIONS

Evaluations will be sent home with the students twice a year, usually in December and May. The evaluations give me the opportunity to acquaint parents with the student's progress, especially focusing on particular short-comings and strong points for each individual based on their regular lessons. Parents are to return the bottom of the form with their signature, and may make whatever comments they wish concerning the student's work.

BILLS AND ANNOUNCEMENTS

A bill for tuition and music will be sent home at the end of each month, listing the fees due for the coming month. Any other announcements concerning holidays, vacations, Piano Club, or other performances will al-ways be listed at the bottom of the monthly bill, so that parents can keep track of any important dates and make sure students attend the required activities. A one-page newsletter will also be sent home three times a year list-ing important dates for several months at a time.

RESPONSIBILITIES OF PARENTS

Parents do not need to have any special music background in order to help the student. The parent's responsibil-ities are to help their son or daughter remember to practice on a regular basis, to provide a properly-tuned piano in a location away from TV and other distractions, and to help them keep their music organized in order to have all of it at lessons. Usually a large tote bag is helpful in carrying music to and from lessons. Students will also need to have a notebook of whatever size they wish in which to keep their weekly assignments. Parents can also encourage the students by listening to them play occasionally, especially before performances. I do not expect parents to supervise practice time, other than making sure that the student does practice.