



# WendysPianoStudio.com

www.wendypianostudio.com  
2006-2007 Policies and Procedures

In order to make our time the most productive, I have established the following policies:

**Lesson Times:** I try to work with each of my students in order to give them the most convenient lesson time. Please be as flexible as possible when informing me of your available times.

**Location:** Unless otherwise informed, private lessons, group lessons (held on Mondays) and performance classes (day to be announced) will take place at xxx. Please observe the following:

Parents must bring and pick up students **on time!** Because my schedule is tight, I will not be able to wait with a student whose parent is late in picking them up. Parents should plan to stay at the location for the child's lesson time unless prior arrangements or agreements have been made.

If you come to the front door, knock, and no one answers, please wait patiently. I will try to conclude every lesson on time and let you in on time as well.

My break times are designed to help me re-group, organize, breathe, and do other necessary things to assist me in teaching. Because of this, I ask that you respect my break times and ask that students not begin practicing or enter the room in which I will be teaching until their lesson time.

Siblings *that are also students* may wait at the location for their lesson as well, but please ask them to wait in the library or some other room. If you do not think that your children can sit and wait quietly, please do so with them. Friends are not allowed to sit in on student's lessons unless they are quiet and supervised by the student's parent. I reserve the right to ask any disruptive individual to leave the. Adult students should not bring their young children to lessons.

Students should never open the door for anyone they do not know.

Because parents are asked to be present, I am not responsible for any accidents that occur.

To help prevent the spread of illness, all students should wash their hands with soap before their lesson.

**Attendance:** Regular and prompt attendance is required to make appropriate progress. If you are unable to make it to a lesson, please inform me as soon as possible. Please leave a message if you will be absent.

## Payment:

**Registration:** A yearly non-refundable \$xx registration/materials fee for new students and a \$xx registration/ materials fee for returning students (not to exceed \$xx per returning family) is due by July 10<sup>th</sup> to reserve a place in the fall semester.

### Tuition:

- o **Composition Lessons:** Because of the difference in format, instruction, and preparation, composition lessons are not interchangeable with piano lessons. Please see Wendy's Piano Studio Composition Lesson Policy for information on fees for composition lessons.
- o **Private Piano Lessons:** Tuition for 30-minute private lessons is \$xxx divided into 12 monthly payments of \$xx. At this price, the student is guaranteed that I will be prepared and present to teach 39 weeks per year with 3 additional opportunities for performance classes. Approximately 6-10 (depending on summer curriculum) of the 39 weeks will be group lessons; the remainder will be 30-minute private lessons. As students advance, their lesson time will need to increase. Tuition for 45-minute private lessons is \$xxxx, divided into 12 payments of \$xx. You will be notified of any additional costs for materials such as books or special projects. Payment is due in advance, by the 10<sup>th</sup> of every month. Families should expect a 3-5% yearly increase in tuition.
- o **Group/Partner Piano Lessons:** Tuition for 30-minute partner lessons is \$xxx divided into 12 monthly payments of \$xx. Approximately 6-10 of these 39 lessons will be group lessons in a larger group. The pairing of students for partner lessons is left to my discretion. After a period of time, students whose abilities and progress differ significantly will be asked to take private lessons. However, the increased motivation, improved listening skills, music learning games, etc. are a great asset to students in their initial learning stages and should not be underestimated.

**Missed 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 to plan for the student's progress, locate materials, etc. There are no refunds or discounts given unless I am unable to teach the promised number of lessons. Performance classes scheduled 3 times a year can be viewed as a form of "makeup" lessons. However, families of private students may trade their lesson time with another student to help avoid absences. I must be informed prior to and after arranging a swap. No make up lessons will be given if any confusion from this arises. Should 2 people arrive at once, I will teach the one whose

lesson is normally at that time. Please inform me if you do not wish to have your name included on the swap list. In the case of inclement weather—if the Wichita school district is closed, I will not be teaching.

**Illness:** Students who are ill should not come to piano lessons. The extra performance classes offered each semester will be considered make-ups for absences due to illness.

**Late payments:** Payments made after the 10<sup>th</sup> of the month will be assessed a \$10 late fee.

**Recitals and Opportunities:** Many opportunities for recitals and other keyboard events occur every year. I keep my students informed of these opportunities through a periodic newsletter. I do require my students to participate in all studio activities including our Christmas and spring recital. Our Christmas recital has traditionally been a multi-keyboard, multi-instrumental production. It is one of the most exciting events of the season! The spring recital is an evening of memorized classical music performed by individual students. Each recital is followed by a reception for the students. Parents are required to bring at least 4 dozen cookies or other items requested to the Christmas recital. Parents are also required to bring the requested food or serving utensils to the spring recital, as specified by the organizer of the recital. Parents must bring these items regardless of whether they attend the reception.

Participation in Music Progressions is also **required** as this is an excellent program to ensure a thorough music education and evaluation. (Cost of this activity is \$17 per student) Other outside studio activities include performances at the art museum, multi-keyboard festivals, KMTA district auditions, piano festivals, seasonal and composer recitals, etc. Participation in these events will be at the student and parent's discretion.

**Books and Materials:** I will let you know what books are necessary for the student's progress, but obtaining them will be your responsibility. Most books can be purchased at xxx. It is important that books be purchased in a prompt manner. I understand the expense that books can incur, and I promise that I will only choose books that I think are necessary and beneficial for the student's progress.

Each student will also need to purchase a 3 ring binder with pockets. This will be used to keep assignments, handouts and Home Practice Journals in order. It can also be used as a scrapbook for recitals, competitions, etc. I would encourage you to purchase a binder with a clear plastic cover so that students may create a personalized cover page. Students should stock this binder with **manuscript paper, notebook paper** and **assignment sheets**, available free on my website.

**Practice Time and Other Requirements:** I like to emphasize the quality versus quantity of time practiced. However, in order to get good quality practice, a **minimum** of 30 minutes a day, five days a week is necessary. As students advance and mature, this requirement will increase (Students taking 45-minute lessons should practice at least 45 minutes daily). I try to be very specific about practice techniques to the student and the parent, so that each knows what quality practice consists of. Students are required to report on their practice session in their practice journal. **Parents should read their children's assignments and comment** and initial in the appropriate box. Please make comments on how you think your child's practice is going at home.

Weekly assignments of theory and technique are of utmost importance. Theory should be completed at the first of the week and technique should be practiced every day to help enhance the learning process.

Access to a piano is required to make progress. Please try to have your piano tuned twice a year (the best times are spring and fall). A **metronome** is necessary for all students. Fingernails must be kept short at all times.

Parents should plan to attend their child's lesson at least once every 3 months (more if necessary). This helps keep you in touch with your child's progress, accomplishments, and difficulties.

**Communication:** Please keep in contact with me regarding your child's progress and practice habits. Email is my most efficient method of communication, or you may call me at my home.

**Dismissals and Termination:** If for any reason, you must stop lessons, 1 month's notice or 1 month's pay is required. Regrettably, I will have to dismiss a student if any of these circumstances occur:

\*Failure to pay tuition on time

\*Persistent absences

\*Uncooperative attitude

\*Failure to follow practice as instructed

\*Lack of progress due to insufficient practice or unfulfilled requirements

Teaching piano has been a very exciting and rewarding experience for me. Since music has added such richness to my life, I have been impressed with the desire to teach others about music so that they may be as blessed as I. I pray that you, as a student, will enjoy lessons and practice time as you are learning to enjoy music; but I pray most of all, that you will understand music to be a gift from God and will use your talents accordingly. Thank you for the privilege of allowing me to teach you!