



MARIN PIANO
— *Piano Lessons* —
STUDIO

POLICIES AND PROCEDURES

Upon signing up for lessons, the student/parent will be asked to thoroughly read the Studio Policies & Procedures and sign/date the document. By signing the policies, the student/parent agrees to respect and abide by the studio's current policies as long as the student is taking lessons with the instructor. If a new version of the policy is issued, the instructor will provide the student a printed copy with the changes highlighted.

GENERAL INFORMATION: Weekly private lessons are offered in 30-minute sessions. Additional time may be arranged, depending on the student's age/level.

AT THE STUDIO: Students are expected to arrive with all their materials and music for "warm up" 15 minutes before their lesson begins. During warm up time, students may relax in the waiting room, eat the provided snack, and are expected to wipe their hands and practice on the keyboard. Parents and siblings may quietly enjoy the waiting area, and after the lesson has formally started, they may attend the lesson, enjoy the waiting area, wait in their vehicle, or run errands so long as they return to pick up the student by lesson's end. To discuss student progress, parents are welcome to talk with the teacher during the first five minutes of the student's lesson – but not afterwards, in order to respect the next student's time slot.

PRACTICE AND INSTRUMENT: Private students are expected to practice daily. Consistency and quality, and not quantity, are the most crucial aspects for practicing. Particular amounts of minutes of practice are not required from students, nor are students asked to track how many minutes they are practicing. Instead, students are expected to practice daily in order to ensure progress and be prepared for every lesson. For a beginner, even the minimum daily effort of 10 - 15 minutes with a focused attitude can show big results and allow the student to quickly progress.

Preferably, the student has daily access to a well-maintained acoustic piano. Tuning twice a year is recommended (January and June are the best times) to allow children to correctly develop their ear for pitch, harmony and expression. At the very beginning levels, a keyboard is somewhat acceptable, if it has weighted keys that are touch-sensitive (play loud and soft without adjusting the volume). As the student progresses and attains a higher skill level, an acoustic piano becomes more critical for the path of true piano musicianship and is necessary for the student's aural training and for the student to work on expressing emotions through music.

MATERIALS: Students will be given a canvas tote bag, notebook and books at the first lesson and are expected to carry them to and from every lesson. Inside the notebook are assignment lists, which will be used to keep track of assigned pieces and give practice suggestions/goals for each week. All materials, including customized worksheets and music books will be provided.

CALENDAR AND SCHEDULE: Lessons are taught September through June. The studio is on break and no lessons are offered during the week of Thanksgiving, the weeks before and after Christmas, and spring break. Please see the studio calendar for exact dates. Please contact the instructor if you or your student would like to enroll in lessons during the summer and/or fun and exciting summer camps.

STUDIO CLASSES: The studio will host Studio Classes, depending upon student interest, throughout the year. All current students, who are aged 5 - 15, are invited to come. These group classes are a fun way to share music history, music pieces we are working on, and get to know the other students. These parties are included with tuition, at no additional charge, and are usually scheduled for Saturdays.

CANCELLING AND VIDEO LESSONS: Please be courteous to the teacher and fellow students by notifying the teacher at least 24 hours in advance regarding any known upcoming absences. Like most sports and other extra-curricular activities, tuition at the studio is based on enrollment, not attendance, and refunds and/or credits cannot be issued for missed lessons. A Video Lesson will be provided upon request by the student or student's parent and will be posted online. If a student is contagiously ill but feels well enough to play, or if the student is on an extended vacation, having a lesson via Skype or FaceTime is an excellent option for the otherwise missed lesson.

TUITION, PAYMENT AND REGISTRATION FEE: Monthly tuition is \$215, which includes weekly half-hour lessons, warm-up time, the mid-week mini-lesson via phone/FaceTime/Skype, any music theory computer lab time at the studio, recitals, studio classes, and studio newsletters. Tuition for lessons that are 45 minutes is \$275, and for weekly hour-long lessons is \$330. Tuition for two students in one family is \$370 per month for half-hour lessons. Tuition is due on or before the 1st of each month for that month's upcoming lessons. Current students in good account standing also have first choice of Summer Camp session enrollment.

To secure a spot in our program, a non-refundable registration fee of \$100 is due along with a signed copy of the Studio Policies. Payment of the registration fee guarantees the student a spot in our lesson program, and, if our program is full, other potential clients will be turned away. The registration fee is also used to cover all materials the student will be using throughout the year.

Email reminders will be sent before monthly tuition is due. The student is responsible for bringing tuition to the lesson on or prior to the 1st of the month (or tuition fees may be sent by mail, postmarked by the 1st). Payments received after the 10th of the month will incur a late fee of \$30. The teacher reserves the right to raise fees at the beginning of each academic year. Tuition may be paid via cash/check, automatic deposit using your bank's bill pay, or credit card/debit card via Paypal (please see our website or you may use the link sent with the monthly newsletter).

DISCONTINUING LESSONS: Every student stops taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. For this reason, please give one month's notice prior to discontinuing lessons. However, the teacher respects the student's right to end lessons at any time. Note: At the discretion of the teacher, students may be dismissed at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

PARENT PARTICIPATION: Parents are encouraged to be supportive and active participants in practice at home and may attend and quietly observe each lesson to be better able to support and encourage home practicing.

COMMUNICATION:

Studio Newsletters: Upon receiving your deposit and signed policy statement, I will place your email address on our email list to receive studio e-newsletters.

Studio Website: Visit marinpianostudio.com to find current studio policies and procedures, the studio calendar, archives of previous monthly studio newsletters, and much more.

The best way to contact the teacher is via email, which will be promptly returned with an email reply or phone call. Phone calls are also welcome. The teacher always welcomes emails or text messages from students during the week if they have questions regarding their repertoire or other matters.

I acknowledge and agree to abide by the Studio Policies.

Signed

Date