



POLICIES AND PROCEDURES

Upon signing up for lessons, the student/parent will be asked to thoroughly read the Studio Policies & Procedures, sign/date the document, and agree to respect and abide by the studio's current policies.

GENERAL INFORMATION: Private Lessons are offered in 30, 45 or 60 minute sessions, Accelerated Lessons are offered in 40 or 60 minute sessions. Additionally, there is an optional, weekly Video Call Lesson, that lasts approx. 5 to 10 minutes and is conducted via FaceTime or Skype.

AT THE STUDIO: Students are expected to arrive with all their materials and music 5 minutes before their lesson begins and may enjoy the provided snack and should wipe their hands with the provided disinfecting cloths. During the lesson, parents and caregivers are welcome to run errands so long as they return to pick up the student by lesson's end. Students are expected to show respect for the teacher and other students at all times.

PRACTICE AND INSTRUMENT: Students are expected to practice five times per week, at a minimum, in order to ensure progress and be prepared for every lesson. Successful students establish good practice routines early on and many practice every day, multiple times. 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, daily, focused practice is the goal. 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. For the first year or two, a keyboard is 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 to work on expressing emotions through music.

MATERIALS: Students will be given their books at the first lesson and are expected to carry them to and from every lesson. All materials, including customized worksheets and music books will be provided.

CALENDAR AND SCHEDULE: The formal lesson schedule is mid-August through mid-June. The studio is on break and no lessons are offered during the week of Thanksgiving, the weeks before and after Christmas, ski week, spring break and weeks the teacher is scheduled to attend music conferences. Please see the studio calendar for exact dates. It is recommended that students enroll in the Studio's Summer Session, if offered, either In-Studio or via FaceTime, to maximize their skill retention.

MASTER CLASSES: The studio hosts frequent Master Classes throughout the year. All current students, who are aged 5 - 14 are eligible to attend Piano Parties, and Master Classes for Adult Students may be available, depending upon interest. These group classes are a fun way to share music history, music pieces, and get to know the other students. These group classes are a free bonus and may serve as "make-ups" for those unavoidable occasions when a student or, rarely, the teacher must miss a lesson. Students with perfect attendance may consider these master classes as a true bonus.

ILLNESS, CANCELLING, AND VIDEO LESSONS: Please notify the teacher, by email, no later than 5pm the day before your scheduled lesson if you need to cancel for any reason. 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 scheduled or issued for missed lessons. To keep progressing, private students may request, in advance, a Recorded Video Lesson as a makeup for their missed lesson, which will be provided and posted online. Bonus Piano Parties and Master Classes also may be used as a makeup. Students in the Accelerated Program may schedule a makeup lesson, as long as they adhere to the email notification deadline of 5pm the day prior to their scheduled lesson. If contagiously ill (but feeling well enough to play) or on extended vacation, a student may request a lesson via Skype or FaceTime, which is a great option for the otherwise missed lesson. I respectfully request that a sick student stay home and not attend lessons while contagiously ill.

TUITION, PAYMENT AND REGISTRATION FEE: Monthly tuition is \$ _____, to be paid either in one, upfront payment by cash/check due by August 15th, or via a monthly Paypal subscription. Monthly tuition is calculated by multiplying the # of lessons in the year by the per lesson rate, and then dividing that quantity by 10 months, resulting in a consistent payment amount for each month, no matter how many lessons are scheduled in a particular month. Tuition includes weekly in-studio lessons with the instructor, any optional, mid-week Video Call Lessons via phone/FaceTime/ Skype, optional Music Lab, recitals, piano parties, master classes, and studio newsletters. The teacher reserves the right to raise fees at the beginning of each academic year. A non-refundable yearly registration fee of \$200 per student 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. Siblings of current students have priority.

DISCONTINUING LESSONS: Every student stops taking lessons 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. Note: At the discretion of the teacher, students may be dismissed at any time if they have late/unpaid tuition, an excess amount of absences/unprepared lessons, or a lack of interest is shown.

PHOTO RELEASE: During lessons, student gatherings, and performances, the teacher reserves the right to use video recording or to take photographs of students for use in the studio scrapbook, advertising materials, lesson demonstration and studio websites/platforms. Photos taken by the teacher OR that are shared with the teacher by other parents or students of gatherings or performances become the property of the studio and can be used at the discretion of the teacher in regards to the studio. The studio follows online safety rules in this matter.

COMMUNICATION: The best way to contact the teacher is via email or text, which will be promptly returned. If you need to cancel a lesson at the last minute, please text. Email is checked several times a day and calls go to voicemail during lessons. The teacher always welcomes emails or text messages from students during the week if they have questions regarding their repertoire or other matters.

RELEASE OF LIABILITY: Marin Piano Studio and Mae McLean are released from any liabilities, accidents or injuries that may result from the enrolled student participating in piano lessons, group classes, or piano events.

I acknowledge and agree to abide by the Studio Policies.

Printed Name: _____

Signed: _____

Date: _____

Rev. 4/22/2017