



## **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:** Weekly private lessons are offered in 30, 45 or 60 minute sessions. Students aged 7 - 14 may stay an additional 30 minutes for Piano Lab (at no additional cost). Additionally, there is a 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 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.

**PRACTICE AND INSTRUMENT:** Private 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 a notebook and 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 June. The studio is on break and no lessons are offered during the week of Thanksgiving, the weeks before and after Christmas, ski week, and spring break. Please see the studio calendar for exact dates. It is recommended that students enroll in the Studio's Summer Session, 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 there are frequent Master Classes for Adult Students. 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 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.

**CANCELLING AND VIDEO LESSONS:** Please notify the teacher at least 24 hours in advance regarding any upcoming absences. Like most sports and other extra-curricular activities, tuition at the studio is based on enrollment, not attendance, and make-ups, refunds and/or credits cannot be scheduled or issued for missed lessons. The one free lesson at the beginning of the year and the Studio Classes serve as “make-ups” for missed lessons, either by the student or the teacher. To keep progressing, when a student misses a lesson, and if requested by the student or a student’s parent with at least 24 hours’ notice, a Recorded Video Lesson will be provided and posted online. If a student is contagiously ill but feels well enough to play, or if on extended vacation, a lesson via Skype or FaceTime is an great option for the otherwise missed lesson. Please keep a sick child at home.

**TUITION, PAYMENT AND REGISTRATION FEE:** Monthly tuition is \$\_\_\_\_\_, to be paid 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. Tuition includes weekly in-studio lessons one-on-one with the instructor, warm-up time, the mid-week Video Call Lesson via phone/FaceTime/ Skype, Music Lab, recitals, 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 \$100 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.

**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. 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 and group 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. I check my email several times a day. I let the voicemail take calls 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 incur from the enrolled student with the participation of piano lessons, group classes, or piano events.

I acknowledge and agree to abide by the Studio Policies.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_