

## **Studio Policies 2018-2019**

The goal of the Heather Vedder Piano Studio is to promote musicianship, to inspire excellence, and to encourage creativity. To effectively reach these goals and help students gain the maximum benefit from piano lessons, a few policies emphasizing responsibility are necessary.

### **Lessons**

All students are required to enroll in weekly 30 minute lessons (minimum). Lessons are available on Tuesday and Wednesday at my home studio. Lessons are not available at any other locations. Students are expected to arrive on time to their lesson and to be picked up promptly after the lesson concludes.

### **Tuition**

Monthly tuition currently is **\$88** for weekly 30 minute lessons or **\$104** for weekly 45 minute lessons. Tuition will not be adjusted for cancellations, vacations, make-up lessons, weather conditions, or months with a fifth week. Tuition will remain the same each month regardless of how many lessons the student attends. Between holiday breaks and months with an extra week, this arrangement averages out to the same amount of lessons per year, but without the confusion of adjusting tuition bills each month. Please see the studio calendar for a complete list of the teaching schedule, including vacations.

Tuition is due the first lesson of the month. Payments received after the 2<sup>nd</sup> lesson of the month will be charged a \$5 fee. Lessons may be suspended if payment is not received. Occasionally, music required for the lesson will be purchased by the teacher and added to the tuition bill. Fees for participation in optional studio activities, such as competitions or concerts, will also be added to the tuition bill. Students are welcome to take the summer off without paying tuition, but they will be put on the waiting list for the next available fall lesson time. Students continuing during the summer may take up to two weeks of vacation without charge.

### **Make-up Lessons**

Students are welcome to cancel a lesson at any time, but there is no refund or change to the tuition bill for missed lessons. Because I know unavoidable scheduling conflicts sometimes come up, I do offer make-up lessons. Make-up lessons do not replace the normal lesson time or change the amount of the monthly tuition. Because my time is reserved for you during your lesson time, 24 hour notice is required prior to the missed lesson to receive a make-up lesson (with the exception of illness or inclement weather). If the teacher must cancel for any reason, a make-up lesson will be scheduled. Make-up lessons must be used within three months of the missed lesson.

### **Group Lessons**

Group lessons are offered throughout the year and may be substituted for the student's regularly scheduled lesson.

### **Student Responsibilities**

It is the responsibility of the student to maintain a good attitude at lessons and to practice daily for the amount of time assigned by the teacher. Because piano is a performance oriented art form, students are also required to participate in at least one recital, competition or group lesson per semester.

### **Parental Responsibilities**

It is the responsibility of the parent to make daily practice and weekly lesson attendance a priority. It is also the responsibility of the parent to provide the student with daily access to a piano, purchase music in a timely manner, pick up the student promptly at the end of their lesson, and to pay the tuition bill in a timely manner.

### **Discontinuing Lessons**

At any time the parent or adult student may discontinue lessons, but a refund will not be given for the month in which the lessons are discontinued. The teacher may discontinue lessons if the student or parent is unable to fulfill their responsibilities. (See above.)

Thank you for supporting your student's musical education! I look forward to working with you this year!

I have read and agree to abide by the Heather Vedder Piano Studio policies.

Signature: \_\_\_\_\_

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

### **Studio Rules**

- To ensure that all students receive their full lesson time, students should arrive no more than 5 minutes before their lesson time and be picked up no later than 5 minutes after the end of their lesson.
- Please use caution when entering and exiting the driveway.
- Before and after lessons, students, siblings, and parents are to wait in their vehicle, on the front porch, or in the provided waiting room. Due to safety concerns, students, siblings, and their parents are not permitted to wait in the front yard, backyard, or other rooms of the house.
- Please enter the waiting area without knocking and remove your shoes at the door. The teacher will usher you into the studio when she is finished with the previous student.
- Please wash or sanitize your hands before the lesson begins.
- No food or drink is allowed in the studio or waiting area. Water bottles are permitted.