

# *Sharon Spann's Piano Studio Policy*

## ***Teacher Responsibility***

- A) The teacher is responsible for providing a quiet, private lesson with a high quality education, which includes note reading, sight reading, technique, performance, and music theory.
- B) The teacher will provide opportunities for the student to broaden their education through a studio recital each year, group classes, exams and competitions.
- C) The teacher will always adjust curriculum and supplementary music to compliment the learning style and talent of the student

## ***Financial Responsibility***

- A) Tuition is payable monthly, by the first of each month. Tuition is charged as a flat rate as follows: \$86.00 for 30 minutes, \$126.00 for 45 minutes, \$166.00 for 60 minutes. Travel fees for in home lessons are separate from tuition.
- B) Tuition is payable online. Cash or check is accepted for outside purchases. Student families will be responsible for any return check fees. Upon a returned check, payment must be by cash or card.
- C) Cancelled lessons are rescheduled during the month upon availability or on allotted days. Lessons missed without any notification will not be rescheduled. Tuition for missed lessons is non-refundable. *Tuition pays for the piano lesson and the weekly time slot reserved.* Lessons cancelled by the teacher will be refunded or rescheduled.
- D) A 30 day notice is required to discontinue lessons and receive a refund of tuition.

## ***Attendance***

- A) From September 1st through May 31st, all students are expected to attend weekly private lessons. ***Lessons are offered in person, virtually, and in home (upon availability).*** Group lessons are encouraged, but are not required. Summer attendance is based upon lesson packages purchased.
- B) Except for illness or emergency, frequent missed lessons may result in dismissal from the studio.

## ***Family/Student Responsibilities***

### **A) Illness**

During cold and flu season, do not bring your student to lessons if they are sick with any stomach discomfort, or excessive coughing, sneezing, or runny nose. Students that come to their lesson sick may be dismissed at the teacher's discretion.

### **B) Appropriate behavior**

The student should pay attention to the teacher, cooperate with instruction, and avoid talking or playing the piano while being taught. Student should stay seated calmly on the bench unless given permission by the teacher. If the student continues to disrupt the lesson after being warned, he/she may be dismissed from the lesson. Parents will be notified and will need to meet with the teacher. Cost of repair to damaged instruments will need to be paid by the student family, in order for the student to continue lessons.

Students must wear socks when sitting at the piano. If students forget socks, I provide them in studio. If the student will not wear socks, I will need to end the lesson 10 minutes early in order to clean for the following student. Students must not place fingers in their mouth and/or play with their feet, etc. at the keyboard. If this occurs, I will ask that the student wash their hands and I will clean the keys. Students must not touch the teacher or other students in a private or group lesson. If touching occurs, I will ask the parent to monitor the student. If monitoring is not successful, I will need to dismiss the student from the lesson. Bullying in group lessons will not be tolerated. All students need to have fun! I will need to dismiss any student with this behavior. Students are welcome in the entry way, living room on couch or floor, bathroom, and of course the piano. The rest of my home is personal space.

Positive behavior between family, student, and teacher is required. Teacher will accommodate families as much as possible. If the studio determines any poor behavior inappropriate to the teacher, studio, or policy, the family will be dismissed.

**C) Practice**

Daily practice is required and necessary for progress. The teacher will establish individual practice goals for each student to accommodate schedules and maximize learning.

**D) Required Supplies**

A spiral notebook, 3-ring binder with sheet protectors, and a metronome are essential for study.

**E) Music**

All books and music must be purchased separate from lesson costs. Payment must be received before books and music are issued. Students may bring supplementary music they would like to play to the lesson.

**F) Parental Involvement**

A parent should be present in lessons of young students from 4 through 7 years old. Young students need assistance of parents during weekly practice.

**G) Instrument**

The student must have an acoustic piano or keyboard before beginning lessons. The student's piano should be kept in tune and in good repair. If an electronic keyboard is used, it should have 88 full-sized, weighted keys.

**H) Fingernails**

No acrylic nails are allowed, for proper skill and safety on the keyboard. Nails should be trimmed prior to practice and the lesson.

**I) Special Needs**

Prior to enrollment, the teacher should be advised of any special needs the student may have.

**J) Guests/Students in Private Lesson**

Guests are welcome to sit in private lessons upon permission of the student. Guests in waiting area must not be disruptive.

**K) New/Transfer/Returning Students**

Prior to study, student and parent must meet with teacher to determine student interest, level of study, type of instrument used in practice, review teacher's piano policy, etc.

Please sign and date upon reading and agreeing to the Studio Policy: (Parent signature is needed for students under the age of 18)

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**Thank you! I look forward to teaching your student!**