

ATTENDENCE, MISSED, "MAKE-UPS" LESSONS

Monthly tuition reserves a weekly time slot. These are flat fees to reserve students weekly time for lessons, whether you choose to attend or miss. Fees are charged by the month, and are not lowered nor refunded for missed lessons.

Regular attendance of lessons is the responsibility and choice on the part of parents and students. The studio shall not assume any financial responsibility for student's absence(s) due to illness, weather, sports... etc. Monthly tuition are flat fees, and shall not be lowered nor refunded for missed lessons. "Make-ups" simply are not possible. The studio shall, however, reschedule "Make ups" if the teacher become ill, be out of town, or cancel for any reason.

However, if for some reason, a lesson must be missed, please notify me at least 24 hours in advance. We do understand that sometimes life happens, and at the sole discretion of the Studio, one make up per student per semester will be allowed (2 per calendar year). Please be certain to do so by telephone as e-mail may not be read in time.

TERMINATION OF LESSONS

If a student and/or parent should decide to terminate lessons at any given time during the year, the studio requires a ONE MONTH WRITTEN NOTICE. Such notice must be delivered to the teacher personally. The studio will not accept/recognize e-mails nor telephone messages as written notification. Regardless of when appropriate notice is given, such student/parent shall be financially responsible for the following one month lessons, whether the student/parent chooses to attend or be absent.

PAYMENTS AND LATE FEES

All tuitions are due **no later than the 7th day each month, no acceptions.**

PLEASE BE SURE TO REMIT BY THE 7TH. Late payments disrupts Studio process and finances. It is necessary to ensure that these payments are received on time. Therefore, a \$10.00 late fee shall be assessed for any payments received after the 8th of each month. This late charge would best be paid at the time that the month's fee is remitted, or it will appear on the following month's statement. If payment has not yet been received by the 15th, student lessons will be cancelled and time slot filled by other paying students, and the matter shall be turned over to a collection agency for resolution.

NATIONAL HOLIDAYS & SUMMER BREAK

There are four national holidays when the studio will be closed, and for which there shall be no rate reduction: July 4th, Thanksgiving, Christmas, and New Years Day. The studio will be open for lessons on all other national holidays for those who choose to be here. If you will be gone on a national holiday, please let me know as soon as possible so that I may adjust my teaching schedule to better accommodate those who will be here.

Piano lessons continue as usual during the summer months. AMS is a private piano studio, and therefore do not follow "Academic School year". If you and/or your family will be out of town at any time during the summer, please let me know well in advance so that I may adjust my teaching schedule.

If a student will be taking the entire summer off, such student's time slot may be lost for the next semester. Students may be reserved that time slot by paying a flat fee of \$100 to reserve that preferred time slot. Keep in mind, certain time slots are in high demand, and it will be done on a first come first serve basis.

BOOKS AND SUPPLIES

When the need arises, the studio shall determine which music books and supplies should be purchased. Books and supply orders will require shipping, and therefore take some time to arrive. Parents and students has the option to order on their own, or purchase from the studio directly.

PRACTICE AND PARENTAL SUPPORT

Sufficient scheduled practice time on a daily basis is the surest guarantee for students to experience consistent progress. Learning the necessary skills to become proficient at the keyboard will not occur by simply attending piano lessons. It takes committed practice on a daily basis during the week to put skills covered during lessons into action.

Parental support is an extremely important factor in musical training. Children whose parents take an active and honest interest in their child's progress tend to be more enthusiastic and productive.

While we want parents to take a strong interest in their child's musical curriculum, as an educational institution, we would prefer that parents do not join their child's actual piano session. This reason is no different than your child attending regular school classes. Parents can sit in waiting areas or run errands during the session. We feel that over involved parents can actually negatively disrupt the student's progress and learning capacity throughout the lesson, and make it difficult for the teacher to establish a one-on-one relationship with the students. This one-on-one time is of paramount importance in private lessons. For kids under the age of 6, parents are

encouraged to participate with instructor guidance to make sure your child gets the most out of his or her lessons.

As mentioned before: music is not easy and can, at times, become frustrating. Adults often take for granted that children are rarely self-motivated and lack the maturity (and self-discipline) to put in that all-important practice session. With commitment to learning the art of music comes the decision to practice on a regular basis. Consistent progress results in pride, satisfaction and a sense of accomplishment!

SPORTS AND EXTRACURRICULAR ACTIVITIES

Although this is a private piano studio, and not affiliated with any school district, it is no less an educational institution and must be regarded as such. It is the position of this studio that piano lessons are to be treated with the same level of importance as any other subject, sporting event, or extracurricular activity your child may be involved in school. These are not considered valid excuses for not practicing during the week. As an instructor of piano, I would no more accept this reasoning than any other teacher at an educational institution. Sports and music may not always be mutually compatible, but need not be mutually exclusive. Please respect my curriculum and my commitment to your child's musical education by maintaining a priority level for piano studies equal to that of other school subjects--regard it as a "private extension" of academics that would otherwise be unavailable to your child.

RECITALS

During the year, performance opportunities are made available to all students. These events provide students with further incentive to practice and excel, and can have a positive effect on a student's sense of accomplishment. Recitals build confidence and reinforce the concept that good practice habits make better pianists. Students scheduled to perform for recitals are required to attend and perform. Except in cases of family emergency or illness, students may not "drop out" from the program. Such behavior then affects the entire recital, and is not fair to the other performers.

At the sole discretion of the studio and instructor, a second recital will be made available to qualified students, on an invitation basis only. These include students that excel in their curriculum, exhibiting outstanding piano performance skills, aptitude and academic behavior. This will give students further motivation to practice and excel to impress family and friends alike; but most importantly becoming a worthy musician.

All performers must be at the facility no later than 20 minutes before the beginning of the recital. Participating students and their families are expected to remain for the duration of the entire recital, thereby providing ample audience and respect for all performers.

Code of Conduct

As a piano instructor, I support and care for all of my students and their families in a very special way. One-to-one education is very concentrated, and the bond between teacher and student can grow quite strong. Nevertheless, the studio reserves the right to terminate a student's lessons for the following infractions:

1. Inappropriate behavior toward me on the part of the student. This includes violent outlashings, swearing, defamation of character, unacceptable advances or any other displays which fall outside the realm of common respect and decency.
2. Inappropriate behavior toward me on the part of a student's parent(s). This includes all of the above.
3. Attendance at lessons in any type of intoxicated state.
4. Failure to pay monthly lessons in full.

If you should arrive early for your scheduled lesson time, please wait until **no earlier than five minutes before your scheduled time** before entering the studio. Further, please be prompt in picking up your child after his/her lesson if you must be absent during that time. Each student is entitled to his/her privacy during lessons--please work to extend to one another this very important courtesy.

Lesson time must remain as focused as possible--siblings are welcome to attend **provided they remain still and quiet**. It is very difficult and tense if I have to teach while a sibling is walking/running/jumping around and making various noises during a lesson. Please take the initiative to remove a sibling from the studio should this situation begin to arise. Again, it is very uncomfortable for me to remind a parent of this procedure should the need arise, so please help me to keep the atmosphere of the lesson time as professional and focused.