

## Studio Policies and Procedures 2022-2023

LaGrange Piano Lessons strives to provide *quality music lessons* by integrating a variety of teaching methods, activities, and technology. Students will receive *private* as well as *group lessons* and will be given performance opportunities throughout the year. The following policies explain how LaGrange Piano runs and what is expected of students.

\*\*\*Enrollment in lessons indicates your agreement with the policies below\*\*\*

### Tuition Payments/Schedule/New Music

**\*\*All students must have a credit card on file. Your card will be automatically billed at the beginning of the month. Invoices are sent out at the end of the month.\*\***

- Fall Semester runs from August 8<sup>th</sup> - December 15<sup>th</sup>.
- Spring Semester runs from January 5<sup>th</sup> - May 16<sup>th</sup>.
- During the fall semester we will be closed on Labor Day, Indigenous Peoples/Columbus Day, and Thanksgiving Week
- During the spring semester we will be closed for President's Day and Spring Break. We do not close for MLK Day
- These holidays are already accounted for in the monthly tuition rate and no credit will be given for these dates.

### Group Lessons

All students begin in Group classes. Tuition is **\$78.00/six week session**. **There are no refunds or makeups for missed group lessons, but students may join another group class if there is availability.**

### Private Lessons

Students who have reached Level 1, may begin private lessons. **Private lessons are a flat fee of \$88.00 monthly** whether there are 2, 3, 4, or 5 lessons in the month. The average price per lesson is \$24.44 and tuition is divided up over a five month/18 lesson semester. We do this so tuition is not constantly fluctuating each month and families are able to budget easily. Students who skip a two lesson month (May and December) will be placed on the wait list if they desire to return to lessons until we have an opening.

Tuition reserves your weekly time slot and studio membership.

- Outstanding balances may be sent to collections after a period of three months.
- Tuition does not include the cost of music. Students should expect to spend approximately \$30 per year on repertoire.

### Missed Lessons

- **Students may request to reschedule lessons** in the event of illness, family emergency, or school events if the teacher is available. We run the studio at full-capacity so we may not have openings unless another student cancels! **Tuition credit is not given if a student is unable to schedule a makeup lesson.**
- **“No-Show” Lessons are Forfeit:** Repeat “no shows” will result in removal from the schedule without tuition reimbursement.
- **Exceptions to the Rules:** The more notice given, the more flexibility YOU have to reschedule. **Look at your schedule in advance!** Life can be crazy sometimes – talk to us – open communication is key!
- If the studio must close due to inclement weather a tuition credit or makeup day will be assigned at the studio's discretion.
- Monthly makeup classes will be held the last Friday of each month from 4-4:30 for students wishing to makeup a lesson. Tuition credit is not given if a student is unable to attend the makeup lesson.

**Students who are ill SHOULD NOT attend lessons.** If a student...

- Has a fever over 100.4
- Has headache, coughing, difficulty breathing
- Has tested positive for Coronaviurs

### **If a student is in quarantine due to exposure to coronavirus at school:**

- Private lesson students may come to the monthly makeup class the last Friday of the month
- Group lesson students may come to an extra class when they are out of quarantine

### **Lesson Procedures**

- Pick up your student's PROMPTLY after their lesson. If you will be running late, let their teacher know! If you have the last lesson of the day we may have other events we need to get to.
- Do not drop your students off more than a few minutes before their lesson is scheduled to begin.

### **Practice Expectations and Instrument Requirements**

*The quality of practice time is **more important** than the quantity of practice time.*

**Parental Support** is an extremely important factor in musical training. Students whose parents take an active role in their progress tend to be more enthusiastic and productive.

### **Discontinuation of Lessons**

Music is a lifelong pursuit, but lessons are not always possible for a multitude of reasons. Whatever the reason, *we will never take discontinuation of lessons personally*. Remember: if you are unsatisfied with your lessons for any reason or if you are contemplating quitting lessons, please speak freely to us about your concerns.

**Discontinuation of lessons requires a 3 week notice** – This gives us time to wrap up any current projects and discuss how the student can continue to follow their music goals.

*\*\*Mutual respect is a key goal in our studio. We reserve the right to remove students from the schedule if they have poor attendance, poor practice habits, or if they repeatedly break any studio policies. \*\**