

## Studio Policies and Procedures

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

Beginning August 2020 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 10<sup>th</sup> - December 17<sup>th</sup>. There will be one fall recital, three makeup classes, and one Christmas workshop included in tuition.
- Spring Semester runs from January 4<sup>th</sup> - May 17<sup>th</sup>. There will be one spring recital, three makeup classes included in tuition.
- During the spring semester we will be closed for MLK Day and Spring Break.

### Group Lessons

All students begin in Group classes. Tuition is **\$72.00/six week session**. **There are no refunds or makeups for missed group lessons.**

### Private Lessons

Students who have reached Level 1, may begin private lessons. **Private lessons are a flat fee of \$85.00 monthly.**

Tuition reserves your weekly time slot and studio membership.

- **\$20 Late Fee** for all payments received past the 10<sup>th</sup> of the month
- **\$30 Fee for all returned Checks**
- 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 are allowed to reschedule two lessons per semester** 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.**
- **If you are unable to make your lesson time you may schedule a Zoom lesson at your regular time or ask your teacher to send you a recorded video lesson that they will make during your regular lesson time.**
- **“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 will be given a remote lesson may be offered.

**Students who are ill SHOULD NOT attend lessons.** If you are too sick to attend school, you are too sick to attend your lesson. Students who are mildly ill can schedule a FaceTime or Zoom lesson during their regular lesson time or ask that a video lesson be sent to them that they can watch on their own.

### Lesson Procedures

- Students are expected to arrive for lessons in a timely manner, with all required materials and music. Parents and siblings may quietly wait in the waiting area.

- For their safety, students waiting for their parent to arrive may sit quietly in the lobby as long as they stay in sight of the teacher.
- Food, gum, and non-water drinks are prohibited in the studio.

### **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. Create a quiet space where the student can practice, and *schedule a time for practice each day.*

**Instrument Requirements:** All piano students should have regular access to an acoustic piano or keyboard before beginning lessons.

\_\_\_\_\_ **Image Release** | From time to time the studio/teacher will photograph and post images or video of lessons or events to be used on Facebook, LaGrangePianoLesssons.com, and/or other social media outlets. We respect the student's and parent's right to privacy and would like to have permission to use images of the student online. *(optional)*

### **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. This also allows me the necessary time to fill that empty lesson slot so that I can avoid a loss in income. Thank you for your consideration.

*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.*