

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

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 9th - December 16th.
- Spring Semester runs from January 4th - May 17th.
- During the fall semester we will be closed on Labor Day, Columbus Day, and Thanksgiving Week
- During the spring semester we will be closed for President's Day and Spring Break.

Group Lessons

All students begin in Group classes. Tuition is **\$77.00/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 \$87.00 monthly.**

Tuition reserves your weekly time slot and studio membership.

- **\$20 Late Fee** for all payments received past the 10th 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 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.**
- **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 or a remote lesson may be offered.

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

- Has a fever over 100.4
- Has headache, coughing, difficulty breathing
- Has loss of taste or smell
- Has tested positive for Coronaviurs or come in contact with someone who is positive for coronavirus

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

- Private lesson students will receive a Facetime or Zoom lesson instead
- Group lesson students will receive a lesson credit or may come to an extra class when they are out of quarantine

They should not come to lessons! 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

- For the foreseeable future, the lobby/restroom is closed to family and friends and only open for students waiting for their lesson.
- Students are required to wash their hands before their lesson and are then given hand sanitizer.
- Masks are not currently required, but are encouraged.
- Pianos are sanitized in between each lesson.

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.