

Williams Piano Studio
Heidi Williams, teacher
cell - (216) 555-5555

Studio Policy and Guidelines 2017-2018

Welcome to another exciting year of piano lessons. As usual, every student has made outstanding progress throughout the year and I can't wait to jump into all of our repertoire for this coming year. To the students just starting lessons with me, welcome to the studio family! We'll have fun making music together. Listed below are some easy-to-follow rules that will allow the studio (and our lessons) to run smoothly and efficiently.

PRACTICE AND PREPARATION

Regular practice is required in order for the student to grasp all of the many different concepts we learn in each lesson. The length of practice time will vary with the age of the student and his/her level of study. Students are required to practice a minimum of six days a week to ensure timely progress. Parents, please remember that piano lessons are a commitment not only of the student, but also of the parent. Supervised practice ensures a parent that a child is working and learning new material. Parents should sit in on practice sessions 2-3 times per week and double check all assignments written in the practice book. ***Regular attendance at lessons is also crucial to developing good piano skills.*** Excessive unexcused absences are grounds for dismissal from the studio. In addition, any student not adequately prepared for three consecutive lessons will be put on probation. Students will then have two weeks to redeem themselves before facing dismissal from the studio. Any student placed on probation three times in a one year period will be dismissed from the studio. Please note that you are contracting lessons for the entire school year – there is no refund of student activity fees should you choose to stop lessons before the school year ends.

MISSED LESSONS AND MAKEUPS

Lessons are to be missed only in the event of an emergency. An emergency is hereby defined as an unexpected trip to the hospital or a sudden

illness. An emergency is not a Boy Scout meeting, a birthday party, or sports practice. If a conflict with a piano lesson should arise from time to time, please call me. We may be able to reschedule the lesson. ***Any lessons rescheduled for Saturday will be taught at my house.*** Please remember that I have a full studio and cannot reschedule a student's lesson every season to accommodate a new sport.

If a lesson must be missed, **YOU MUST CALL ME AT LEAST 24 HOURS BEFORE THE SCHEDULED LESSON OR YOU WILL STILL BE CHARGED FOR THE MISSED LESSON AND NO MAKEUP WILL BE GIVEN. I WILL NOT REFUND ANY MONEY FOR A LESSON CANCELLED WITH LESS THAN 24 HOURS NOTICE.** With at least 24 hours notice, I can either reschedule the lesson for a weekend day in accordance with my schedule, or I can credit your account for the following month. PLEASE NOTE: I do not give refunds. If you should choose to discontinue study (or you are dismissed from the studio), lessons will continue until the month's end or until you have no more credits.

For students taking extended vacations during the school year calendar (away for more than two weeks at a time during regularly scheduled lesson times from August through June), you will receive a credit for the first two weeks you are away (providing you give proper notice of the missed lessons), but you will be required to pay for any lessons missed after that two week period. Your lesson payments reserve your weekly lesson time in the studio, whether you attend or not.

BILLING

Lessons are billed one month in advance, with payment being due the first lesson of the month (i.e. payment for October lessons is due at our first lesson in October). If payment is more than one week late, a late payment fee of ***\$25 per week*** will be added to your studio bill. Please, please, please note that **I WILL NOT REFUND ANY MONEY FOR A LESSON CANCELLED WITHOUT 24 HOURS PRIOR NOTICE.** Any student perpetually late with payments may have their lesson rates increased or be dismissed from the studio.

In the event that no one is home when I arrive for a lesson, I will wait 10-15 minutes and then leave. You will still be charged for the lesson and no makeup will be given. Our lessons are a weekly commitment and should not be forgotten.

BEHAVIOR AND GROOMING

Students are expected to laugh, giggle, and have fun at their lessons, but I do need to set up some guidelines. First of all, a student's hands should be clean when he/she comes to the piano for the lesson. Hair should be pulled back away from the eyes, and **NAILS SHOULD BE SHORT!** When our nails grow too long, we cannot attain the proper hand position, and we run the risk of catching a nail between the keys and ripping it off. Students should sit up straight during a lesson and show me respect by not talking or playing while I am talking; and NEVER, NEVER should any student's feet come into contact with the keyboard! **Feet should always be covered with socks and/or shoes to aid us in pedaling and to show respect to the instrument.** No gum chewing, food, or drinks are permitted at the piano. Please be advised that I have a full schedule

and cannot stay with your child after the lesson if an adult is not home. Arrangements for child care should be made accordingly.

RECITALS

Recital attendance and participation is mandatory, even if a student is unable to perform (i.e. broken wrist or broken finger). Not only does a recital encourage the student to aim for the highest level of musicianship, it also exposes students to a wealth of music literature. I plan to have three recitals this 2017-2018 lesson year - in October, December, and April. These recitals will be held at St. Martin's Episcopal Church in Bentleyville. Students are encouraged to perform two pieces from memory on each recital. Please feel free to invite family members and friends to our recitals. Video cameras are welcome!

I will never force any student to perform if he or she does not desire to do so, but I feel that recitals are a wonderful outlet to showcase our talent, progress, and hard work. Performing in a recital provides a student with a sense of accomplishment and self-worth and is a terrific experience for any student.

STUDIO CLASS / RECITAL

It is no great secret that the piano can be a very solitary instrument, so to enhance the feeling of teamwork and group camaraderie, we will be meeting together in studio classes every other month. The groups are divided by age this year, so students should come to the appropriate studio class for their age group. These classes provide for us an outlet to perform for each other, learn some theory and music history, and generally just have fun together. Because these classes are so exciting, all students **MUST** experience them. (Parents, this statement means the classes are mandatory.) The classes will be held at my house. If you would be willing to host a studio class in your house, please let me know.

Please note: Because of space, studio classes are open to students only.

STUDENT ACTIVITY FEE

The student activity fee will be collected in September with the first month's tuition. This fee will cover all recital and studio class expenses for the year. Please be aware that all students are responsible for paying this fee, regardless of whether they can attend all of the activities. The student activity fee does not cover the cost of Piano Guild or other adjudications or competitions (which will be charged separately to your tuition). This fee is \$95 for the year and is non-refundable.

MUSIC

Parents should expect to spend \$40 - \$70 a year per student on piano instruction books, theory books, and supplemental music. I will provide the needed music at the lesson, and parents can then reimburse me for the cost of the music.

GUILD AUDITIONS

The Piano Guild Auditions are sponsored by the National Guild of Piano Teachers and are open to any student of a Guild member. These auditions are non-competitive and are critiqued by a qualified judge who gives an objective opinion on the student's playing based on his or her age and ability. Students perform from 1 - 20 memorized pieces and receive a "report card" from the judge highlighting the strong points of their performance. I strongly encourage all of my students to participate in these auditions being as the feedback is so positive.

A separate registration fee is required for participation in the auditions and is due in January 2018 for the student to be eligible for that year's auditions. This fee is solely the responsibility of the student and is in addition to the monthly lesson fee. The location and dates of the Guild auditions are announced in January. Please be aware that the auditions run from morning to evening, and **students may be scheduled at any time of the day**. In the event that a student must be pulled out of school, I will provide you with an official school excuse from the Piano Guild Headquarters. The auditions are held locally, in Chagrin Falls, and usually take place the first or second week of May. The dates are decided by Guild Headquarters and CANNOT be changed or rescheduled. Once you submit your Guild fee, it cannot be refunded.

INCLEMENT WEATHER

Please remember that I must drive from my home to teach in your home. I DO NOT like to drive in snowy weather, and occasionally I may have to cancel a lesson if I feel that the road conditions are not suitable to allow me to drive safely. Also, please remember that I am an active performer and my hands are my life, so to speak. Please throw some salt on your walkway or shovel a small path for me to use so there is no danger of slipping. If weather conditions force me to cancel a lesson, I will either teach a makeup lesson or credit your account for the next month.

PIANO TUNING

Your piano is a delicate instrument and needs regular tunings to be preserved. To prevent costly repairs to your instrument, you should have it tuned twice a year at the change of a season. Proper maintenance of your piano will ensure that you and your children will have years of enjoyment from it. If you do not have a tuner, I would be happy to provide you with the names of some in your area.

SUMMER LESSONS/RESERVATION FEE

All students are encouraged to continue lessons during the summer months. Weekly lessons reinforce what we have learned throughout the year and give us a head-start on new music. Students also bypass the several "review" lessons required after a summer of no study. I realize that it will be impossible for some students to study over the summer, but summer is also when I receive the greatest volume of calls from people wanting to begin piano lessons. If you choose not to have at least 5 lessons during the summer months, you must pay a \$200 fee per child to hold your place in the studio for fall lessons. Any family not remitting this fee runs the risk of being bumped by a new summer student and being placed on the waiting list. Right now, my waiting list is approximately five years long, so I would not advise taking the risk.

Please feel free to call me with any questions or concerns you may have. I look forward to sharing all of the joys of the piano with your child.

Sincerely,

Heidi Williams

I acknowledge that I have received and read the 2017 -2018 Studio Policy for Williams Piano Studio. I agree to abide by all terms stated therein.

(Name) – Parent Signature

(Date)

All studio policy signature sheets must be returned to me by February 1, 2018, for lessons to continue. Anyone not returning this sheet to me by this date forfeits all lessons and lesson times.

Williams Piano Studio

Student Contract

I, _____, agree to participate fully in the Studio program as outlined in the following set of studio rules:

I will do my best to practice six days a week for a minimum of _____ minutes and will mark my practice time in my assignment notebook every day.

I will complete my theory assignments each week, including all sight-reading and written exercises assigned.

I will include technical exercises in every practice period (i.e. Dozen a Day, Finger Power, Czerny, Hanon, five finger exercises, scales, and/or arpeggios).

I will learn new material, review and improve material in progress, and memorize any finished material, as it is assigned to me each week.

I will sit still during my lesson and pay attention to my teacher. I will ignore distractions around the house such as telephones, siblings, friends, and pets. I will sit up straight and concentrate while I am in my lesson.

I will attend all piano recitals and studio classes.

Most of all, I will have fun learning about the piano and making music!

Student

Teacher

Parent