

# 2016-2017 Studio Policies and Procedures

Summit Piano School, Studio of Laura Wilkins  
www.summitpiano.com

Working with my students and teaching music is my love and passion, as well as my profession. This document comprises the business policies of my studio. These policy statements are in accord with the most recent recommended professional policies of MTNA, and the National Guild of Piano Teachers, of which I am a member and certified teacher. Your participation in the program as well as your signature on the registration form indicates acceptance of the following policies.

**My Commitments:** I will do my best to treat every student as an individual, providing a positive, encouraging and enthusiastic atmosphere for learning. The student will receive:

- A weekly lesson time reserved exclusively for the student
- Instruction on a well-maintained 2008 Steinway A grand piano or 2002 Baldwin grand piano
- Group performance classes
- Preparation for Guild Auditions, recitals, festivals and competitions
- Use of studio computer software on laptop, iPad, and Yamaha DGX-640 digital piano
- Subscriptions for online theory and ear-training software, and monthly Piano Explorer magazine
- Music books and sheet music as necessary for learning, theory workbooks, and use of the lending library

**Student/Family Commitments:**

- Arrive at each lesson punctually, well-prepared, and with their assignment books and music.
- Commit to **daily, quality practice**. Please ask questions if you do not understand the assignment. Children age nine and below should have their practice supervised.
- Communicate with me if something is happening at home or school that is affecting your child. Please err on the side of letting me know *more* so I can be sensitive to the needs of your child.
- Play at the two recitals we have each year: Winter Playing Party and Spring Recital. In addition to their private lessons, each student is encouraged to attend the monthly Performance Classes and participate in one or more outside events.
- Provide a regularly tuned acoustic piano at home for the student to practice on, as well as a 3-ring binder, bag and metronome.

**At the Lesson:**

Students should arrive on time for their lesson with hands clean or wash them on arrival. Students who arrive more than 5 minutes early should wait on the bench outside until their lesson time, and enter without knocking or ringing. Gum and snacks are not allowed. Smooth-soled shoes are allowed in the studio, but please remove athletic type shoes and boots at the door.

**Attendance:** Each student will be assigned a weekly 30 or 45 minute private lesson and 15 additional minutes for computer lab time during the school year, and 45 minute lessons in the summer. There are at least 38 private lessons during the studio year as listed on the studio calendar.

**Reschedule system:** Student's regular lesson time will be entered into the studio Google Calendar and it will be visible on my website as well as with the link <http://tinyurl.com/summitpiano>. If you have to miss a lesson, please send me a text or email as soon as possible, but no later than the day before your scheduled lesson.

Available make up dates and times will be listed as “OPEN” on the calendar. Simply find an OPEN time that will work for you and let me know, and I will add your child’s name to that spot.

My calendar is updated frequently. If you don’t find an open spot right away, check again later. Let me know immediately if you find one that will work for you. If you can’t find an open time the week you miss, you can double up on a future week. Even scheduling on back-to-back days is fine for the student.

Exchanging lesson times with another student is another way to avoid missing a lesson. I will provide a swap list with which students may arrange trades. If you would not like to be listed on the swap list, please let me know in writing. Lessons missed by the teacher will be made up at a mutually convenient time. For most weather events, the studio will be open even if schools are closed. I’m available to have a lesson over Skype if you can’t get here because of weather or travel.

#### **Tuition and Fees:**

- Annual enrollment and materials fee of \$75 is due by August 1st. Enrollment fee covers recital fees, incentives, printed music and books, and use of the lending library.
- Tuition for piano instruction is for the studio year (August – July); there is no “per lesson” fee. Tuition covers the weekly lesson, plus preparation, group classes, subscriptions, studio costs, professional development, and my time spent at student events and auditions. Annual tuition for 30-minute private lessons is \$1050, and for 45-minute lessons is \$1400 (options for payments are listed on the *Agreement for Studio Enrollment*.) Tuition is non-refundable. Throughout the year, students may have the opportunity to play in various festivals and competitions, and will be responsible for those fees separately.

**Teacher Contact:** Please contact me (voice/text) via my business line, 871-3767.

**Piano Events:** The studio has a Holiday Playing Party in December and a Spring Recital in May. My students also have the opportunity to play in many events: the NAMTA Sonata/Sonatina Celebration, ASMTA Region I Festival, Piano Guild Auditions, as well as regional recitals. Participation is completely optional; however I will encourage students to choose at least one program to prepare for. Fees range from \$15-\$60 per event.

**Web site:** I post my schedule and pictures/videos of my students at events on the website and Facebook with first names only. If you desire that your child not be posted, please let me know in writing.

**Discontinuing Lessons:** Every student stops taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure at the end of the term. Enrollment is understood to be for an entire year, August 2016 through August 2017. If you are moving away from Fayetteville, then one month’s written notice is requested.

At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excessive amount of absences/unprepared lessons, lack of practice, damage to the studio, or if the student shows a lack of interest.

Signing the “Agreement for Studio Enrollment” form indicates your acceptance of these policies.