

2018-19 Private Piano Lesson Policies & Procedures

What we believe at Miss Jane's Music Studio:

- The study of piano reaps untold benefits for all children, and what is learned carries over to aspects of other learning and the development of an enlightened human being.
- Not only apparently "talented" children should study piano; all children can learn regardless of perceived aptitude.
- All children should learn the language of music, be fluent in that language and learn music in many styles.
- Our students should be reading music at their appropriate level and should be playing music only slightly harder than their reading level, so that pieces may be learned in a reasonable amount of time.
- In order to become accomplished at any task, weaknesses should be identified. We work on their weaknesses to become strengths.
- We understand that students are involved with a variety of activities throughout the week and I believe the exploration of many paths will enhance a well-rounded education.
- A little practice every day will take them far and they will make strides with consistency.
- Teaching music is our vocation. Piano is our passion!

Miss Jane's Music Studio is committed to creating a positive learning and teaching environment for its families and teachers. For this reason, it is important that all students, parents and staff understand and abide by the policies below.

Lesson Length and Fees

Commencing August 20 for the 2018-10 academic year, all private lessons will be 45 minutes long at a charge of \$60 per lesson. Partner lessons will be \$40 per student per lesson.

Registration and Enrollment

Enrollment for lessons is for the entire academic year (August 20 – June 7). See the Studio Calendar below for holiday closures. The studio goes by the Miami-Dade public school schedule. Please see below for withdrawal/early termination procedures.

Annual Registration Fee

A non-refundable fee of \$100 per student is required to be considered for the schedule. Please see "Recitals and Performances" below for information on how your registration fee is applied.

Lesson Scheduling, Missed Lessons or Cancellations

Keep in mind that any students who plan to do ANY sports during ANY time of the year need to get their lesson scheduled at a non-conflicting time with their sport from the start, as lessons cannot be rescheduled once a time has been mutually agreed upon.

Once a lesson day and time has been agreed upon, students are expected to take their lesson each week during the school year. Changes in lesson times cannot be made once the year begins, so please factor in all other activities for the entire school year as soon as possible. Slots cannot be held even temporarily

for a seasonal sport. If you are no longer able to attend your appointed lesson time, you may choose to give up that lesson time and go onto the waiting list for another time.

If a student will be missing a lesson for any reason, please notify us immediately. **Missed lessons for any reason cannot be made up or refunded.** Too many lesson cancellations may result in poor progress. Improvement greatly depends on consistent instruction and practice.

Monthly Tuition

Invoices will be emailed on the first of every month, and shortly thereafter the payment will be made by **Automatic Recurring Billing**. All families will be required to have a credit or debit card on file with the studio and authorize monthly charges. If you notice a discrepancy on your invoice please notify Miss Jane right away.

Payments must be pre-authorized automatic monthly payments. Credit or debit cards, personal checks or cash will not be accepted for in-person tuition monthly. Declined payments will incur a \$25 late fee.

Studio Calendar

Lessons will begin Monday August 21, 2017 and run through Friday June 8, 2018. The studio will be closed on the following dates (note we are OPEN Columbus Day, Veterans Day and all teacher work days):

Monday September 3 Labor Day

Wednesday October 31 Halloween

Wednesday – Friday November 21 – 23 Thanksgiving

Monday December 24 – Friday January 4 Winter Break

Monday January 21 Martin Luther King Day

Monday February 18 President's Day

Monday March 25 – Friday March 29 Spring Break

Friday April 20 – Good Friday

Monday May 27 -- Memorial Day

You are not charged for lessons that would have occurred on these days.

Lesson Time and Duration

Lessons and classes are booked back-to-back at the studio. All lessons will start and end at the appointed time. If for any reason a teacher starts a lesson late you will receive your full allotted time, thus ending late.

Inclement Weather

The studio follows the Miami-Dade Public School schedule. If the public schools close due to a hurricane warning, for example, the studio will also close before a weather event; however, if the weather passes

safely, the studio may re-open before the schools re-open, providing power is on and road conditions are safe. When the studio is closed due to inclement weather, students will be invited for special make-ups which could be private, semi-private or group lessons.

Substitutions

The studio reserves the right to provide a substitute teacher if the scheduled teacher is unable to teach. The studio also reserves the right to replace the current teacher with a new teacher if necessary. If a substitute teacher cannot be found, a credit will be given for that lesson to the student's account, equivalent to the cost of one lesson.

Teacher/Student/Parent Partnership

It is important to discuss problems and questions directly with your child's teacher as soon as they arise. If your child seems to be losing interest or if you have other concerns please let the teacher know right away.

Behavior

Inappropriate behavior or refusal to follow directions may result in early termination of the lesson and or a permanent cessation of lessons. Tuition for the current monthly will be forfeited and monthly payments will end thereafter.

Withdrawal/Early Termination

Should it become unavoidable for a student to continue their lessons, one month's notice is required. Withdrawal requests should be made in writing by email to jane@missjanesmusic.com . All automatic credit or debit card withdrawals will discontinue one month after notice is given. All unused services are non-refundable.

Expectations Beyond the Lesson

Even the youngest child's time is valuable and often committed to the limit. However, the only way to truly get the most out of each music lesson is to practice regularly. A beginning music student should spend about 10 minutes a day reviewing the week's assignments. As the student progresses, increased daily practice time will be required. Find a consistent, regular time for practicing; for instance, right before dinner, right after bath time, or first thing in the morning, and try to make it a daily routine in the student's week.

Recitals and Performances

Your registration fee covers the following performance opportunities: 2 recitals, **December 9, 2018** and **May 19, 2019**. In addition, students are sometimes invited to perform on other programs or at their schools. Students are encouraged to commit to each performing experience and prepare as best they can. Moreover, piano students are expected to prepare a program each spring for the National Guild of Piano Teachers, where they are evaluated and receive their annual "piano report card."

Thank you for your commitment to your child's ongoing music education. As they say "It takes a village" and we're glad you've chosen us to be an important part of your child's development.