



## **2017 Policies and Procedures (STUFF YOU NEED TO KNOW)**

**Please read** the following studio policies and procedures and where appropriate, share them with your young musicians. Please sign and return page four of this policy along with the Registration sheet, Student Info, and Tuition. Thank you for your business!

### **1. Lesson Schedule:**

Students attend a 55 minute lesson per week. For the 4-5-6 year olds, the lessons are only 30 minutes. The group learning environment is carefully sequenced from August to May and **parents and students** commit to attend and prepare for lessons during this time. If there are only two or three people in a group, the lesson time is 45 minutes. Half hour slots are only available if a group does not fit for your child.

### **2. Lesson Etiquette:**

Please arrive on time and pick up students directly following lessons. The teachers will be concentrating on the lesson and will expect a smooth transition between lessons. There are provided places for parents to wait while the lessons are conducted. **Parents, please bring something for children to do as they wait for their brothers and sisters.** As the teachers will be teaching and Mrs. Ruth will be taking care of administrative tasks, there will be no one available to supervise the studio waiting area. We have had some trouble with noise in the studio during and between lessons. If the waiting area is too restrictive you may wish to wait outside or in the car. We have a general policy of no shouting, running, or stomping in the studio. We share the building below with another office, and they ask that we be respectful of their use of our building as well. Beth, the owner, asks that the office/desk area remain child free. There are frequent times at which the teachers need to be in and out of the office. Please help us keep the walk way and work areas free. Please leave food and drink outside. We understand that there are times when you may need to use your cell phone in the studio. Please keep the conversations short, because this can be distracting for your child and others taking lessons.

### **3. Missed Lessons:**

Pro-rated tuition is offered for **teacher absences ONLY**. If special circumstances/sickness prevents a student's attendance, lesson sheets will be mailed home. **It is not my policy to 'make-up' lessons.** But, I will, if possible, fit you in to another group later in the week. This is only if space and schedule permits. **Please call the studio if you are not going to be attending your lesson. Or Email me at [beth@bethstudio88.com](mailto:beth@bethstudio88.com).**

**Please understand that this is full time job> I have a certain amount of students that I count on each month. If you do not come to your lessons, this does not mean that you do not pay for them. I will not have conversations about this once you sign this**

**policy.** Please respect me in this. I am not unreasonable and I will always try to put your child in another slot if I can. **The tuition that you pay is the same as paying for school or any other activity or camp. If you miss a day of school or a day of camp, you do not receive your money back or get a 'make-up' time.**

**Not only are you paying for the lesson, you are also *holding a slot* for your child. Otherwise, I have other students waiting to be placed in that slot. If payment is not made each month by the **second week**, there will be a **\$15.00** charge. **NO exceptions.** **If you think you will not remember each month, *then please pay the full tuition up front.*****

#### **4. Home Instrument:**

**Parents**, it is **crucial to your child's development musically**, to have a **piano** or **keyboard** with **full-sized keys** (preferably hammer-action) in your home. I wish I could tell you that it would work to 'see if your child will like it first', but I cannot. There is just no way to get around this fact: Your child MUST have the proper instrument to practice on at home, or they will not be able to take lessons at Studio 88. I take this very seriously.

I understand the cost involved, but no one learns anything without the proper equipment. (Golf clubs, tennis rackets, football gear, baseball gear, dance shoes, guitar, and other musical instruments) I feel that having the right instrument is even more important if you want your child to succeed. This does NOT mean that you have to have a keyboard like I will have in the studio. If you have a piano in your home, this is great. Even if it needs a bit of work done, have the work done, get it tuned and in working condition. (There is nothing worse than 'starting them out' on an instrument that will depress them! There are excellent, full sized keyboards, that will not break your bank account and I can help you with that if needed. Just ask!)

**Rental keyboards** are available if you do not want to purchase a keyboard when your child starts. I have found that if you purchase one and set a schedule of practice time, your child will succeed and will not have to 'try' the lessons first. Make a commitment with your child and stick with it. If you would like to rent a keyboard from me at the studio, the fee is \$30.00 per month. This includes the keyboard, stand, foot pedals and bench. There is a rental policy that will need to be signed in order to take the keyboard home.

#### **5. Playing time:**

To enjoy any activity, you must be able to see how much you are improving and accomplishing. How much you improve is connected to how much you spend playing and making music. This should become part of your life. Please PLAN a time to play the piano everyday. This time should be **carefully orchestrated within your household for optimal concentration** with few outside distractions. Parents, you must follow through on the 'playing' time for your child. **You cannot say to them "YOU NEED TO PRACTICE" and not set a TIME and follow through with it. YOU are paying the money for them to learn.** That's just the way it is. We ALL have to be MADE to do things even as we grow older, and it doesn't work any differently for children!

**\*\*\*Be sure you know what your child should be working on and read the material that is sent home. This is a great opportunity for you to share in your child's life....and maybe learn to play too!**

#### **Suggested Practice times:**

5-7 year olds: 15-20 min. 4-5 days per week

8-12 year olds: 30 min. 5 days/week

13-adult: 30-45 min. 5-6 days/week

## **6. Holidays/Cancellations:**

I will post ANY cancellations of weeks off in the studio. I will also remind you via email. Please be sure you keep track of these weeks off. I will be SURE that you have those at the beginning of the semester so you can add them in your calendar.

If Fayette County schools are closed due to inclement weather, please call the studio and I will leave a voice message as to whether I am teaching that day. Many times school is closed, but by the afternoon the roads are clear. **I do not take off for school holidays, except Thanksgiving and Christmas.**

**7. Recitals/Programs:** It is my desire to have every child play in each recital. Sometimes I do not choose to do this based on their preparation or the number of students in the program. Because there are so many students involved in each recital I usually have two programs to accommodate everyone. Because of the cost and time involved for me to get everyone scheduled and pay for the building to be used and pay for the sound person, and other expenses I charge a **15.00 recital** fee. This will allow us to have great lighting, sound, video and be even more professional. If you do not want to pay that fee and not have your child participate the recital, that is fine, but I believe that performing is a powerful tool to encourage children to do even better. My goal is to have more performing opportunities this year outside of the normal recital time.

## **Tuition and fees:**

**Registration** and materials fees are due at registration. **\$25.00 per student/per semester.** This covers the cost of any basic materials I will use to teach with. This does not include lesson books.

## **Lesson Books:**

Books will be purchased from me at the studio on an as needed basis. Books will need to be purchased before the first lesson. Typically, books are needed between 2-3 months, depending on the advancement of your child. I only charge what I pay for these books.

**Any extra music that I provide and I have to order from a digital sheet music source, will be charged for this year. I will only charge what I pay for the sheet. (typically the sheets are \$3.95-5.00 each.) If you purchase sheets at the music stores there is a considerable mark up.**

## **Payment:**

***A \$15.00 late fee will be assessed for any tuition remitted after the second week of each month it is due.***

**If you are mailing a payment, the address is below:**

**Studio 88, L. L. C.  
3270 Blazer Parkway  
Suite 202  
Lexington, Ky. 40509**

**Please make checks payable to Studio 88 for all teachers.**

**We also accept all credit and debit cards except American Express.**

**Please understand that not only are you getting my full attention to your child AT their lesson time, but I am constantly preparing at home to make your child's lessons successful. This is a FULL TIME job for me and I am responsible for bills at home just like everyone else. Please do not take this lightly. This is my business and I treat it as such. Please respect ALL of the teachers at the studio in this same manner. Thank you.**

**2017 Fall Semester Tuition: Group Piano**

**FULL SEMESTER FEES: 17 weeks: Aug 14 through Dec. 22**

**\$546.00 Total tuition per student**

**This includes all studio fees, extra music and program fees. You can pay this in one payment or, you may make 3 payments:**

**August 14: \$182.00**

**Oct. 2 \$182.00**

**November 6: \$182.00**

***I will not be teaching the week of Sept 4-9  
Or Thanksgiving Week***

**2017 Private Piano and Vocal lessons: 1/2 hour weekly**

**17 weeks: August 14 through Dec 22**

**\$576.00 Total tuition per student**

**This includes all lessons, studio fees, extra music and program fees.**

**You may pay in full or make payments :**

**August 14 : \$192.00**

**Oct. 2 : \$192.00**

**Nov. 6 \$192.00**

**I WILL NOT BE TEACHING THE WEEK OF SEPT 4-9 and THANKSGIVING WEEK.**

**Students who reserve a full hour lesson per week, the full semester tuition is \$ 1170.00**

**Payment schedule:**

**August 14: \$390.00**

**Oct 2 \$390.00**

**Nov 6 \$390.00**

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***I have read the above policies and procedures for Studio 88 and agree to fulfill this agreement. By signing this contract, I am agreeing to continue lessons with Studio 88 for this semester. I agree to pay for this semester to hold the time slot for my child. If I cancel at anytime, I am agreeing to pay the semester payment in full. I am also agreeing to pay monthly fees on time and abide by the policies above and on pages 1-4 on the contract.***

**Please sign, date and return this copy along with Tuition and Registration Fee.**

**Parent Signature \_\_\_\_\_**

**Date \_\_\_\_\_**