



Brenda's Piano Studio Policy

Registration Fee

A \$50 non-refundable registration fee is required to hold a lesson slot for a student in one of my piano classes.

Overdue Tuition Fee

The tuition should be paid on **the 25th** of each month. A \$20 late fee will be added if a monthly payment is not received by the 30th of the month. No invoice will be provided.

Missed lessons

The monthly payment includes 40 scheduled lessons and events. Please no deductions for missed or cancelled lessons. The total annual tuition is divided into 10 equal installments from August through May regardless of 1, 2, 3, 4 or 5 lessons in the month. Because tuition is based on the total number of lessons and events scheduled for the year, you are not paying for the days off.

Due to the teacher's limited availability, make up lessons cannot be given.

If you wish, you can have your name, phone number, and lesson time published on a "lesson swap" list for any unavoidable conflict; i.e. your student has a sporting event, doctor's appointment, birthday party - use the "lesson swap" list if you don't want to miss that lesson (Students whose names are not on the swap list will not receive a copy.) The family that is exchanging the lesson needs to let me know the exchange information. Lessons missed by the teacher will be made up.

Studio Classes

Monthly Studio Classes are provided for private students of similar ages/levels to promote student camaraderie and to reinforce concepts taught during private lessons. The individual lessons for that week will be replaced by these activities.

Recitals

I have class recitals that are held **in December and May**. Participation in recitals are mandatory. Students should take advantage of performing opportunities which demonstrate their progress. Parents are invited.

Practicing

All students are required to practice the week's music assignment at least **Five** times a day until the next lesson. Parents should check your child's homework sheet daily for the specific details that they should be working on.

Parking

- Please park on the street in front of the studio
- Never make an U-turn anywhere on my street; go around the block or come in from the other direction, you may turn around in my driveway for a quick drop off
- Please be courteous to our neighbors by avoiding parking across from their driveways, in front of their homes as much as possible. Never turning around in their driveways.

Equipment

- Pianos should be tuned once or twice a year. (Ask for technician recommendations.)
- Each student should have a metronome and (pocket) music dictionary.
- Tote bags are helpful for keeping printed music and assignment sheets from walking away

Cancellation

Please provide a written request to withdraw from the class 30 days in advance.

Dismiss

The students will be dismissed if they have unpaid tuition.

Attendance

Parents are welcome during the first 4 lessons to allow everyone feels comfortable with each other. **NO CELL PHONE ALLOWED IN THE LESSONS**

Please do not bring small children to the lesson.

Please make sure that your child is inside my studio before driving away! You must pick up your child precisely on time so the next class can start without interruption.

Please be on time, Students who arrive late get only the remaining time left in the lesson period.

I appreciate and value your concerns, open communication between us is very important to me.

Detach here

I have read the policies of Brenda's piano Studio. I understand the policies, and I will abide by them.
I agree to pay tuition payments promptly.
Parents Signature: _____
Child's name _____ Date: _____