



Policy and Procedures Winter Semester 2013 January 2 – May 31

Please initial each section and sign/date at the end. Return this form to the teacher no later than December 15. By signing this form, you agree to respect and abide by studio policies.

General Information: Private lessons are offered in 30, 45, or 60 minute weekly or bi-weekly time slots. In addition to private lessons, students will either come 15-30 minutes early, or stay after, for Music Tech Time (MTT). Tuition includes a group lesson known as master class, which occurs approximately once each month. Students are encouraged to attend. Tuition is not pro-rated for students who chose not to participate in master class or MTT.

Expectations

The Teacher:

- Establishes tuition to be paid at the beginning of each semester or before the first lesson of every month. The teacher will be happy to provide invoices or receipts upon request.
- Determines with student the music to learn and length of practice time expected.
- Helps student prepare for recitals and festivals.
- Ensures each lesson is an educational experience.
- Encourages excellence in practice and skill development through positive reinforcement and best teaching practices.

The Student:

- Arrives on time to lessons.
- Practices properly each day.
- Records practice time daily.
- Maintains a positive attitude.
- Brings necessary books and materials.
- Is willing to try different genres of music.
- Chooses to make the study of music and piano a priority.

The Parent/Adult Student:

- Pays tuition at the beginning of the semester or the first lesson of each month.
- Provides timely transportation for student(s).
- Supports student progress through encouragement.
- Supports daily practice.
- Practices with the student if necessary.

- To discuss student progress or other items as necessary, sends email or meets with teacher the first or last five minutes of the private lesson, not during MTT, to respect the next student's time slot.
- Picks the student up on time, especially if he/she is the last scheduled lesson of the day.
- Calls 24 hours in advance if lesson needs to be rescheduled or cancelled.
- In case of emergency or sudden sickness, calls as soon as possible.

Materials: A one-time **materials fee of \$15** is due at the start of winter semester. This cost covers printed sheet music and supplemental exercises and handouts. The materials fee also helps to provide new sheet music for the lending library, technology, and music games. In addition, this cost will cover master class refreshments. This fee does not include student books.

Students age 12 and under will need a subscription to **TonicTutor**, online music theory games. Assignments will be given about every other week, but games can be accessed 24/7 at the parent/student's desire. The subscription is only \$2.10 a month or **\$10.50 for the semester** which will be paid as a total sum in addition to the materials fee. This resource is optional for students 13 and older.

Student books and music will be chosen by the teacher with student input. These materials can generally be provided by the teacher and paid for by the parent or purchased by the parent at local music stores or online.

Calendar and Schedule: Winter semester begins January 2, and ends May 31. Winter semester includes 19 private lessons and 4 master classes. There will be no lessons March 6-13, as the Love's plan to attend a music teacher conference in California. Lessons missed during the week of Madison County School District's spring break will also not need to be made up, but may count as a make-up for another missed lesson if a student chooses to come during the break (April 4-9). The semester calendar allows for one teacher absence due to illness without make-up. Lesson times and events can be found on the studio website RexburgMusic.com. It is the parent's responsibility to keep up-to-date on the studio calendar by visiting the website.

Tuition and Payment: Tuition is to be paid in full by January 10 or monthly by the first scheduled lesson of every month. Tuition for winter semester, January 2-May 31, is as follows:

	Semester Tuition	Monthly Payment
30-minute Weekly Lessons:	\$275	\$55
45-minute Weekly Lessons:	\$412.50	\$82.50
60-minute Weekly Lessons:	\$550	\$110
30-minute Bi-Weekly Lessons: (by invitation only)	\$550	\$110

_____ **Missed Lessons and Rescheduling:** Students who notify the teacher 24 hours in advance of a foreseen absence **may** likely receive a make-up lesson, but it is not guaranteed. Students who need to miss due to a family emergency or illness and notify the teacher as soon as possible will be considered for a make-up at the teacher's convenience. Due to the teacher's limited availability, students who fail to notify their teacher of an absence, for any reason, will not receive a make-up lesson. Please be courteous and respectful to the time of the teacher and other students. Most make-up lessons use up twice as much time as a regular scheduled lesson, a sacrifice the teacher is willing to make for the students' progress, on occasion.

The teacher may need to miss a lesson for illness, family emergencies, or other unseen situations. The winter semester schedule allows the teacher to miss one lesson without need of a make-up. Any missed lesson at the fault of the teacher thereafter will gladly be rescheduled at no cost to the student or parent.

_____ **Discontinuation:** From time to time, some students choose to discontinue lessons. It is hoped that this decision is made thoughtfully after discussion with the teacher to have a sense of closure between parent, student, and teacher. If a student decides to quit lessons during the semester, a one-month written notification must be given (email notification is acceptable). If the student or parent fails to give this notification, the parent is responsible to pay through the following month. The teacher reserves the right to dismiss a student from lessons due to lack of practice, respect, or interest.

_____ **Student Safety and Security:** Student safety is a priority. For the parent's peace of mind and to protect ourselves from false accusations, we always ensure that there are at least three people present including parents, teachers, and or students. David and Denae will usually both be present when either is giving a lesson. In few instances, David and Denae may not be able to both be present. If this is the case, and there is not a second student present, a parent will be invited to observe the lesson or the lesson will be rescheduled. Please be aware of this policy when dropping your student off for lessons. If a pair of siblings enrolls in lessons, we will invite them to both be present while the other is taking his/her lesson.

_____ **Studio Events:**

- Master class: a group class held approximately once a month. Master class is an opportunity for students to meet together and perform for one another on a monthly basis. Regular attendance to master class will help build the confidence of students in performing and help them to be better prepared for recitals and festivals. In addition to performing for each other, master classes will include games and lessons that will help students to better understand theory, improve technique, and gain an understanding of musical genres and history. Check the calendar for scheduled master class dates. Master class cannot be rescheduled or made-up.

- Festival: There are two optional festivals during winter semester: junior composers' festival in February and piano festival in April. Both are sponsored by UVMTA. Festivals require additional entrance fees of approximately \$8.
- Studio Recitals: Recitals are a great way to showcase the students' hard work and refined talent. Two recitals are planned for winter semester; the first which is in February is by invitation only, primarily for those who participated in Fall 2012 Festival. The second recital held toward the end of the semester is for all students.
- Studio Outing: We will have our first studio outing to the BYU-Idaho piano majors' recital (Date TBD). Parents are encouraged to attend as drivers and chaperones.

_____ **Communication:** There are multiple ways to stay connected to the studio. Most information regarding lessons, master class, and MTT can be found online at RexburgMusic.com. If you have a question regarding general studio information, please try to find it online first. Afterward, feel free to contact the teacher through email or phone.

Parent Signature/Adult Student

Date

Winter 2012 Piano Lessons Registration Form

Complete and return this form to David or Denae Love by December 15th (419 West Main #124, Rexburg, ID). Call 503-507-6256 or email davidmatthewlove@gmail.com with any questions or concerns.

Lesson Selection

Winter semester consists of 19 lessons, four master classes, and a recital. Tuition may be paid in full or in monthly payments; the first payment is due by January 4th. Following payments are due at the first lesson of the month.

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|---|----------|
| <input type="checkbox"/> 30 minute lesson + 15min MTT | \$275 |
| <input type="checkbox"/> 45 minute lesson + 30min MTT | \$412.50 |
| <input type="checkbox"/> 60 minute lesson + 30min MTT | \$550 |

- | | |
|---|---------|
| Materials Fee | \$15 |
| TonicTutor Subscription (required for ages 12 and under, optional for 13 and up) | \$10.50 |

Grand Total _____

General Information:

If student is continuing lessons from fall semester 2012, only the student name(s) are required in this section.

Student Name(s) _____ Age _____ DOB _____

School _____ Grade _____

Parent(s) Name(s) _____

Address _____

Home Phone _____ Cell Phone _____ Text? Y/N

Email _____ How often checked? _____

Emergency Contact and phone number (other than parent) _____

Health or allergy concerns we should be aware of _____

Main Instrument _____ Years of study _____ Level _____

Other instruments/music background _____

Photo and Video Release

Does the instructor have permission to feature photos and/or videos of this student (never using the full last name) on the studio website, email newsletters, and/or promotional items?

- Yes
 Please ask on a case-by-case basis.
 No

By signing this form I agree to pay the amount listed above in full or in monthly payments (circle one), January through May, at the first lesson of each month.

Parent/Adult Student Signature _____ Date _____