



**KELSEYS KEYS**  
piano studio

## Policy Statement 2018-19

<b>Teaching Philosophy</b>						
<p>My purpose is to assist each student in developing musical skills that he/she will be able to use for a lifetime by demonstrating to them my love of music and music making. During lessons, students will develop lifelong musical skills that will encourage critical thinking and promote independent learning. I am committed to presenting a well-rounded curriculum that fits each student's unique learning style in a positive and supporting environment.</p>						
<b>Semester Format</b>						
<p>The year is divided into three sections: fall and spring semesters, and a summer session. The fall and spring semesters include August through early June, and a total of 36 weeks of lessons. There is time set aside for holidays and spring break (these dates are indicated on the studio calendar). Designated days during the fall and spring semesters will be reserved as make-up days for lessons missed by the instructor due to illness or other unforeseen circumstances.</p> <p>A studio calendar will be provided at the beginning of each semester. The summer session lasts approximately two months and runs from June into August. Details regarding the summer session, including any policy changes for the session, will be sent out by the end of the spring semester.</p>						
<b>Private Lessons</b>						
<p>Lessons are available in 30, 45, or 60 minute sessions. Students will concentrate primarily on solo repertoire, while implementing proper technique and applying theory knowledge. Additional areas that may be addressed include: ear training, accompaniment skills, music theory, improvisation, transposition, and performance etiquette.</p>						
<b>Tuition</b>						
<p>Tuition will be payable on the weeks indicated on the studio calendar. The calendar will be distributed at the beginning of the fall semester, and is also available on the studio website. Based upon 36 lessons each year (fall + spring semesters), tuition is equally divided into those 10 months. The tuition amounts are as follows:</p> <table><tbody><tr><td>30-minute lessons</td><td>\$99/month</td></tr><tr><td>45-minute lessons</td><td>\$148.50/month</td></tr><tr><td>60-minute lessons</td><td>\$198/month</td></tr></tbody></table> <p>This tuition guarantees that the instructor will be prepared and present to teach 36 weeks of the school year at the mutually agreed-upon lesson time. Tuition statements will be sent via email approximately two weeks before the due date. These monthly statements will include tuition, any activity fees, and any materials purchased by request for the student. Tuition may be evaluated and adjusted annually, to compensate for cost of living increases and other factors. Any potential tuition increase will take place only at the beginning of the fall semester.</p> <p>If the current month's tuition is not received by the due date, a \$10 late fee will be assessed.</p> <p>A family discount will be given to those with two or more students enrolled simultaneously. The first student's rate is at full price, and additional students from the family will receive a 10% discount.</p> <p>The instructor may purchase any agreed-upon music materials needed for the student. The cost for these materials will be added to the next tuition statement. The student may also choose to purchase these materials separately.</p> <p>To offset the cost of individual lesson materials (notebooks, documents, access to the studio music library, assignment sheets, recital programs, etc.), a yearly supply &amp; activities fee of \$7 per student will be charged at the time of registration.</p> <p>Additional costs involved in piano lessons may include the purchase of a metronome and the upkeep of an acoustic piano, including regular tunings. Recommendations for piano technicians can be given upon request.</p> <p>There will be a recital held at the end of each semester. Extra performance opportunities in festivals or competitions may be available to the student. Involvement in these activities will be discussed prior to registration (the festival's fees and rules will apply).</p>	30-minute lessons	\$99/month	45-minute lessons	\$148.50/month	60-minute lessons	\$198/month
30-minute lessons	\$99/month					
45-minute lessons	\$148.50/month					
60-minute lessons	\$198/month					

### **Missed Lessons and Make-up Lessons (Attendance Policy)**

Prompt attendance is expected of each student in order to get the most benefit out of the lesson time. If unforeseen circumstances arise, please notify your instructor before the day of the lesson. Due to constraints on the instructor's time, there will be no refunds for lessons missed by the student due to illness or other conflicts during the lesson time. Students are welcome and encouraged to use the "swap list" (details available on handout in notebook). Refunds or make-up lessons will only be offered when the instructor is unable to teach during the promised lesson time (for health, inclement weather, or other reasons). Extenuating circumstances will be addressed on an individual basis.

Students' lesson times are set aside for each specific student, for which the instructor has prepared. A student who does not attend a lesson will simply miss the benefit of that lesson time. The instructor will use that specifically allotted time for additional planning for that student's progress, locating materials, planning for recitals, or other studio activities.

**Illness:** Out of concern for other students that use the piano and the instructor's health, students who are sick should *not* attend their piano lesson. The instructor will request that the student return home if he/she arrives sick. If the student is ill, but otherwise able to participate in a lesson, a phone, FaceTime, or Skype lesson can be set up during the student's designated lesson time.

### **Expectations**

- Adequately prepare for weekly lessons and performance opportunities.
- Parental supervision during practice time for students under 8 years old (Parents are invited to attend lessons to quietly observe the student, as well as to gain information on how to further encourage his/her student musically).
- An acoustic piano with proper maintenance or touch-sensitive keyboard.
- Fingernails must be cut regularly and hands must be washed before playing the studio piano.

### **Student Care**

Kelsey's Keys Piano Studio does not provide before or after care for students. Students are not to be left at the studio for extended periods of time before or after their lesson.

Parents, legal guardians of minors, students, and any guests visiting with students waive the right to any legal action for any injury or other damages sustained on property where lessons and/or recitals are conducted resulting from or during lesson activity or any other activity conducted by the students before, during, or after lesson/class/recital time at any lesson location. In the case of medical emergency, Kelsey's Keys Piano Studio is granted permission to order necessary emergency treatment for students. Instructors at Kelsey's Keys will act in a student's best interest and are authorized to take whatever action deemed necessary for the health and safety of students in the event of an accident or illness.

### **Miscellaneous**

Initial lessons are offered in 30-minute sessions. When the student has reached a level at which the instructor determines that a 45-minute lesson is beneficial, the instructor will consult with the adult student or parent/guardian of a minor to determine their interest in the change.

A referral program is available to current students of Kelsey's Keys Piano Studio. For each referred student who becomes a permanent student at Kelsey's Keys Piano Studio, \$20 will be credited to the account of the referring family.

A commitment to at least a full semester of piano lessons is expected. If you are dissatisfied with your instructor, please speak to her directly. Concerns are taken very seriously, and compliments are deeply appreciated. Every effort will be made to resolve problems before discontinuing lessons, whether it is a personality conflict, boredom with lessons, or financial need. In the event that it is still necessary to withdraw from lessons, a one-month (four-week) notice is required to allow the instructor to prepare for and fill the vacancy. If an immediate drop-out cannot be avoided, the student will remain responsible for the next four lessons' tuition.

*My first priority is the student's musical progress at the piano. This policy statement is meant to establish clear expectations and goals for both the instructor and the student in order to ensure the student's progress. If you have any questions regarding the stated policies, please address them before signing your agreement (on the Student Information Form).*