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2021-22 STUDIO POLICIES

Please initial each section, sign/date at the end, and return this form to the teacher. By signing this agreement, you agree to respect and abide by the studio policies.

_____ **General Information** | a) Weekly private lessons are offered in 30, 45, or 60-minute sessions (or as agreed upon), depending on the student's age/level. Advertised tuition is based on a 30 minute lesson; b) Twice-monthly group lessons are held on 1st and 3rd Tuesdays from 4-4:45 or 5-5:45 for beginning and intermediate students. The cost of these lessons is included in the tuition. Students sign up for which one they will be attending.

_____ **At the Studio** | Students and their note-taker (parent or responsible adult) are expected to arrive for lessons in a timely manner, with all required materials and music. Siblings and guests may silently observe or work on a quiet activity in the studio. To discuss student progress, parents are welcome to speak with the teacher at the beginning of a student's lesson (within the student's time frame) or contact the teacher via email or phone. Refrain from bringing gum and food into the studio area. Please respect the health of others by entering the studio free of synthetic fragrances. Silence electronic devices.

_____ **Parent Participation** | Parents are encouraged to be supportive and active participants in providing quality listening opportunities and allowing adequate practice at home. It is vital that the parent (or responsible adult) attend, take notes and quietly observe student's private lesson.

_____ **Initial Semester Session** | Parents are expected to attend a session at the beginning of the semester to discuss updates and lesson times. This session will be scheduled prior to the first lesson of the semester.

_____ **Practice and Instrument** | All students are expected to practice their assigned lesson daily, including warm-up, with proper posture and/or seating. It is highly recommended that students have a regular listening schedule, in addition to practice, to listen to recordings of their current repertoire. Students will also benefit from reviewing finished pieces.

- Piano students should practice on a well-maintained, quality, acoustic piano, it is ideal to have 2 tunings/year. (Please contact the teacher if you need a referral for a reputable piano technician.)
- Voice and brass students should practice with a well-maintained piano or a good tuning app.
- Brass students should practice on the best instrument they can afford.

_____ **Materials** | Needed:

- A sturdy bag to carry books to and from lessons.
- A notebook for their note-taker is needed to write suggestions/goals for each week. This notebook should be able to obtain multiple lessons.
- Student families will obtain all needed books and materials. Those wanting to sell previously used books may contact the teacher.
- Voice and brass students should have a stand so that they are able to have their music at eye level.

_____ **Missed Lessons** | No portion of tuition is refundable due to missed lessons. Due to the teacher's limited availability, only one make-up lesson per semester is offered for 1 installment 5 month semester and must adhere to the schedule. Please be courteous to the teacher and fellow students by notifying the teacher at least 24 hours in advance regarding any known upcoming absences. A lesson swap list may be made available for trading lessons with other students. If a lesson is cancelled on account of the teacher's absence, make-up lessons will be made available.

_____ **Enrollment, Tuition and Payment** | Enrollment is by semester. The nonrefundable registration fee is paid at the time of enrollment. Tuition payment rates are based on student's age, level, and when the payment is received by the teacher. Payments can be made in 1 or 2 installments per semester. Payments may be made by cash or check. Make checks payable to *Therese Bertrand*. Payments may be mailed or given to the teacher at the studio. All payments are *made in advance* or on the first day of the student's lesson (see payment schedule). If payment is not received by the first lesson of the semester, lessons will not be held. NOTE: Checks must be cashable and sufficient funds available upon receipt.

_____ **Calendar and Schedule** | The tuition rates are determined based on 5- or 6-month semesters, depending on which month the student begins lessons. Six-month semesters (19 private lessons) begin in January and July, five month semesters begin in September and February (16 private lessons). Please see the Studio Schedule for days or weeks off.

_____ **Discontinuing Lessons** | Every student discontinues taking lessons at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

_____ **Studio Recital** | Each year, there are two scheduled recitals for students and their parents. Participation is requested at semester recitals, participants should attend recital rehearsals which may last up to 2 hours. Recital and rehearsal dates

- Recitals are typically held Sunday afternoons.
- Recitals rehearsals are typically held the Saturday morning before the recital..
- Performance attire: students should always perform in their "Sunday best."
- Fall recital rehearsal and recital dates are tentatively set as follows:

	Fall (submit requests by 10/4)	Spring (submit requests by 2/21)
Rehearsal	11/20 - 9:30 am-noon	4/9-9:30 am-noon
Recital	11/21-2:30 pm	4/10-2:30 pm

_____ **Other performance and/or learning opportunities** | In addition to recitals, students will have other performance and learning opportunities. The performance opportunities will typically have no extra charge. Learning opportunities will have an extra charge. All students participate in are National Guild and Royal Conservatory.

_____ **Communication** | The best way to contact the teacher is via email or phone calls outside of lessons, which will be returned with a reply or phone call.

_____ **SKYPE/FACETIME/zoom Lessons** | To prevent extended interruption in the student's music study, SKYPE/FACETIME/zoom lessons are accepted and may be necessary due to inclement weather, unforeseen circumstances and teacher travel. These lessons will be scheduled ahead of time.

_____ **Photo Release** | One of the best ways to commend students and their families for the hard work and accomplishments that are being achieved in their study is through social media; therefore, it is necessary to ask you to please check one of the following:

I give permission for you to use (please initial your preference)

_____ A photo or video of my child with no names attached

_____ A photo or video of my child with names attached

_____ Only group photos with no names attached

_____ None of the above

Parent Signature

Date