

# Studio Policies 2020-2021

## Welcome!

It is my privilege to welcome you and your child to my piano studio! Thank you for giving me the opportunity to teach your child the JOY of playing the piano!



When you register your child for lessons in my studio, you are entitled to clear communication of my studio policies. The policies I've laid out may seem like overkill. Nevertheless, they're detailed here so, rather than spending your child's valuable lesson time reviewing my studio policies, I can get right to the fun business of teaching piano. Thanks for taking time to read this and for conveying to your child whatever information may help him/her adapt most easily to piano lessons in my studio.

## Arrival/Exit Requests

- Parents, please pick up and drop off your child at the bottom of my driveway. For the safety of all, **do not pull up my driveway!**
- My front door is unlocked **five minutes** before the day's lessons begin.
- Students should access my front door via the sidewalk, not by climbing the rock wall.
- Encourage your child to wear winter boots to make the climb up my driveway easier in snowy or icy weather.
- Shoes/boots are not allowed in the house, especially during the pandemic. Students should leave their footwear on the tray outside my front door.
- Food and beverages are not allowed in the piano room.
- During the pandemic, NO parents or non-student siblings may accompany students to lessons. Our circle of contacts needs to remain as small as possible.

## Bringing Friends to Piano Lessons...

is **not** allowed. During the pandemic, no parents, non-student siblings, or friends may accompany students to lessons.

## Cancellation/Missed Lesson Policy

- The tuition you pay is based on participation in in-person lessons, online lessons, or a combination thereof.
- Lessons you choose to miss (either in-person or online) **will not** be made up.
- There are no refunds or credits for missed lessons unless the missed lesson is a result of **my** absence/illness.
- Your child is committed (from September through May) to the lesson day/time for which you signed up. My piano schedule is determined in fall. New lesson slots cannot be added to my schedule.
- I depend on the income I receive from piano lessons. Therefore, **no refunds** will be given should your child drop piano after the annual or semester payment has been made.
- **If your child is sick (COVID-19 symptoms or something else), in-person lessons are not an option. If your sick child feels well enough, online lessons (via Google Duo) are an option. To prevent the spread of COVID or other illnesses, I am counting on you, the piano parent, to monitor your child's health before he/she enters my studio.**

## Contract for Students/Policies for Parents

My **Parent/Student Agreement** will be emailed to you. Please print a copy of it, discuss the agreement with your child, sign it, have your child sign it, and return it to me. All of my students—new and returning—need to bring this signed contract with them to their first piano lesson.

(Continued on page 2)

Index	
Welcome	1
Arrival/Exit Requests	1
Bringing Friends to Lessons...	1
Cancellation/Missed Lesson Policy	1
Contract for Students/Policies for Parents	1
Dismissal	2
Group Lessons	2
Late Arrivals/Timely Departures	2
Lesson Etiquette	2
Non-refundable Annual Fee	2
Non-refundable Registration Fee	2
Parent Observation of Lessons	2
Payment Schedule	2
Piano Book Bags	2
Piano Folders	3
Policy Reminders	3
Precautions	3
Publicity Release	3
Recitals	3
Sharing a Lesson Slot with a Sibling	3
Studio Newsletter	3
Summer Piano Lessons	3
Theory/Practice Policy	3
Tuner/Technician Recommendation	3
Weather-related/COVID19 Cancellations	3
2020-2021 Piano Calendar	4

### Dismissal

Failure to pay tuition on time, insufficient practice, regularly failing to complete either the student or the parent practice log, consistently disregarding any of my studio policies, undermining my teaching philosophy, a student refusing to play repertoire or do theory I assign, or an uncooperative attitude are all reasons for which a student may be dismissed from my studio.

### Group Lessons

Occasionally, I exchange your child's regular private lesson routine for group piano lessons. At group lessons my students participate in educational music games and perform piano repertoire for each other. My students LOVE group lessons—the fun of being with other piano students, the challenge of competing, and the change from the routine—and look forward to them! This piano year, group lessons are scheduled for **April 19-22 (recital rehearsals)**. Because I'm aware that these group lessons interrupt your normal piano routine, you'll have the opportunity to sign up for the group lesson that works best for your family. If the pandemic continues into 2021, group lessons will take place via ZOOM or another platform. The recital may also have to be virtual.

### Late Arrivals/Timely Departures

Students who arrive late for their lessons or who don't answer my **Google Duo** call right away **will not** be given extra lesson time. Students who arrive on time but whose lessons do not begin on time **will** be given extra lesson time. I do my best to stay on schedule but, occasionally, a student may need extra time. If, for any reason, your child needs to leave a few minutes early or precisely on time, please let me know and I'll make sure to release him/her as requested.

### Lesson Etiquette

I will encourage your child to follow these simple rules at in-person piano lessons:

- When you arrive, wait in the entryway for me to conclude the lesson I'm teaching.
- Two unrelated students will not be allowed in the piano room at the same time.
- **Students will sanitize their hands upon arriving and departing.**
- During your lesson, play only when asked to play. Do not "noodle" on the piano while I'm instructing you.
- Do not rest your feet on the pedals or kick the bottom of the piano.
- Wait quietly in the entryway for your ride to arrive. Leave with as little disturbance as possible.

### Non-refundable Annual Fee

In the fall I will assess each student a non-refundable **\$60** fee. This fee covers all materials necessary\* for the fall through spring semester (music books, digital downloads, piano folder, and binder). Fees also cover rental of the recital hall and are used to purchase apps and materials necessary for teaching piano. No refunds will be given. (\*not all music requested by students is considered "necessary")

### Non-Refundable Registration Fee

A **\$25** per student (non-refundable) registration fee will be due when you register your child for fall lessons. This fee reserves your child a place in my fall schedule. Your lesson slot is not guaranteed until I've received the \$25 registration fee.

### Parent Observation of Lessons

Parents are not allowed to attend in-person lessons during the pandemic. Parents are welcome to sit in on their child's virtual lessons.

### Payment Schedule

- Piano families select a payment plan (**by the year**—September through May or **by the semester**—September through December **and** January through May) in advance of the start of the piano year. You'll receive an e-statement alerting you to the fact that a payment is due. Payment is due at your child's first lesson (annual payment) or the first lesson of each semester (semester payment). Clip your payment to the front of your child's piano folder. I'll look for it there.
- Cost for lessons is **\$25 per half hour**. *Please make checks payable to **Karen Hunter** or **Karen Hunter Piano Studio**.* A late fee will be assessed if a payment is more than 14 days late. Your cooperation in providing timely payments is greatly appreciated.
- There are **NO REFUNDS** granted once the annual or semester payment has been made. My students commit to a full year (September through May) of piano lessons. (I reserve the right to make exceptions, and, rarely, may do so. That is my call to make.)

### Piano Book Bags

Students new to my studio will be issued a KHPS book bag. Using a book bag may help eliminate the misplacing and forgetting of music, and should reduce the damage to books. Should your child not make use of the book bag, I will provide another one for him/her and charge you for it. Replacement cost is \$5.00.

(Continued on page 3)

## Piano Folder

Your child's piano folder contains my studio's yearly calendar, weekly assignment sheets, and other piano-related information. On the weekly assignment sheets you'll find your child's assignments for the next piano lesson, a place for your child to record his/her practice reps (format varies from year to year), and the date of your child's next lesson. **It is your child's responsibility to record his/her practice reps every week.**

**It is the piano parents' responsibility to complete the *parent log* found on the front of the piano folder every week.**

Completing the log on a weekly basis assures me that parents are engaged in their child's piano experience. The "Notes" section on the front of your child's piano folder serves as a place for me to send messages to you and for you to send messages to me. I will make a note of schedule changes and vacation days on the front of the folder. Therefore, it is imperative that you monitor and complete the log every week. **To minimize contamination at in-person lessons, I may ask your child to record his/her own assignments in the piano folder.**

## Policy Reminders

I have wonderful piano families and the vast majority of them make every effort to adhere to the guidelines stated in my **Studio Policies**. However, should a student or family member inadvertently forget one of the policies, I will send a policy reminder slip home with the student. If you receive a policy reminder, thanks in advance for your quick compliance!

## Precautions

To ensure the safety of my students, my own safety, and the safety of my family, the following precautions will be taken for in-person lessons:

- Students may attend in-person lessons ONLY if they are symptom-free for COVID and other flu-like illnesses. Parents will need to monitor their children's health before dropping them off for lessons.
- **Masks will be worn by students and teacher for in-person lessons.**
- We'll remain as socially-distanced as possible throughout the lesson.
- Students will sanitize their hands upon arrival and departure.
- Unrelated students will not share the same studio space.
- The piano will be sanitized between students, as will other surfaces touched by students.
- Each student will receive a mesh bag containing stickers, an egg timer, a pencil, highlighter, and eraser. The bag should be brought to each in-person lesson to minimize the use of shared "equipment."

## Publicity Release

If I use pictures of or quotes by your child on my **Karen Hunter Piano Studio** Facebook page or in studio press releases or brochures, rest assured that your child's name will not be used.

## Recital

I always plan to hold either a spring or a fall recital, or both. Recitals may be formal or informal, a big affair or a quiet event. This year's recital(s) will, COVID-permitting, be held on **Sunday, April 25, 2020, at Oakwood West Auditorium**. Watch for details in **Studio Notes**, my studio's quarterly newsletter.

## Sharing a Lesson Slot with a Sibling

Because progress is noticeably hindered, I have discontinued the option of siblings sharing a lesson slot.

## Studio e-Newsletter

**Studio Notes** is the official e-newsletter of Karen Hunter Piano Studio. The quarterly issues will keep parents and students informed of upcoming events, studio news and policy changes.

## Summer Piano Lessons

Summer piano lessons will be offered to all students. **I believe so strongly in the benefit of summer lessons that I give families who take summer piano lessons priority for fall lesson times.** Once I have received payment for summer lessons and the registration fee(s) for fall lessons, families may choose to retain their current lesson time or select a new day/time.

## Theory Policy

Should your child arrive with theory pages undone, I will have your child complete the theory pages during the lesson. No teaching of new lesson material will occur until the homework is complete.













## Tuner/Technician Recommendation

Should your **acoustic** piano require tuning or repair, my families may contact A440 William Monroe Piano Services (Bill Monroe). Email address: [bill@a440piano.net](mailto:bill@a440piano.net). Phone number: 608-215-3250. Should your **digital** piano need repair, I use Mark Snyder at Music Solutions. Email address: [office@musicsolutionswi.com](mailto:office@musicsolutionswi.com). Phone number: 920-674-0600.

## Weather-related/COVID-related Cancellations

If Middleton-Cross Plains Area School District cancels school due to inclement weather, in-person piano lessons will also be cancelled and virtual lessons will take place instead. **If a state-mandated safer-at-home order goes into effect at any time in the piano year, in-person piano lessons will automatically revert to online lessons.** Online lessons (via **Google Duo**) will take place on the student's usual lesson day at his/her scheduled lesson time for as long as the safer-at-home order is in effect.

# Karen Hunter Piano Calendar

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<p><b>Lesson Totals for 2020-2021</b></p> <table border="1"> <thead> <tr><th></th><th>M</th><th>Th</th><th>W</th><th>Th</th></tr> </thead> <tbody> <tr><td>SEM I</td><td>12</td><td>12</td><td>12</td><td>12</td></tr> <tr><td>SEM II</td><td>16</td><td>16</td><td>16</td><td>16</td></tr> <tr><td>TOTAL</td><td>28</td><td>28</td><td>28</td><td>28</td></tr> </tbody> </table>		M	Th	W	Th	SEM I	12	12	12	12	SEM II	16	16	16	16	TOTAL	28	28	28	28	<p><b>Key</b></p> <table border="1"> <tbody> <tr><td></td><td>Piano Lessons</td></tr> <tr><td></td><td>No Piano Lessons</td></tr> <tr><td></td><td>Group Lessons/Recital Rehearsals</td></tr> <tr><td></td><td>Piano Recital</td></tr> </tbody> </table>		Piano Lessons		No Piano Lessons		Group Lessons/Recital Rehearsals		Piano Recital	<p>5-6/10-11 <b>Final days of piano</b></p>	<p><b>MAY '21</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			
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