

# Studio Policies 2017-2018

## Arrival/Exit Requests

- Parents, whether you're dropping your children off or picking them up, please **DO NOT PULL UP MY DRIVEWAY!** Rather, drop your children at the bottom of the driveway and park on Bergamot Way. At any time piano students may be making the trudge up or down. **For the safety of all, please abide by this rule at all times!**
- To those families of students with the **first** lesson of the day: **I will unlock my front door 5 minutes before my first lesson begins.** Please don't drop your children off any sooner than 5 minutes prior to their lesson. Abiding by this rule will prevent any of my students from having to wait outside in inclement weather. Since I travel from one teaching venue to my home studio most days (arriving shortly before my first home lesson begins), this will also give me some time to prepare my studio (and myself!) for the lessons to come.
- Please remind your children to **walk on the sidewalk/driveway** to and from my front door. That will help minimize the amount of snow and mud that gets tracked into my house and your vehicle. For your children's safety (students and non-student siblings), I do not allow them to play unsupervised in my yard. Nor do I allow them to climb on the rocks/boulder walls. Thanks for helping me enforce these rules for their safety!
- In snowy or icy weather, I will make every effort to have a walkway cleared/salted for the piano students to use. However, clearing a path may not be possible when it snows *during* lessons. In those instances, **boots** should help students make the climb more easily.
- Just outside my front door is a rubber tray where students should place their shoes/boots **before** coming into the house. Please consider "stowing" an extra pair of socks in your child's piano bag for days your child wears sandals or arrives "sockless."
- For obvious reasons, I ask my students **not** to eat or drink in the piano room. Please **do not** send snacks/beverages with your child. If your child needs a snack/beverage, please have him/her enjoy eating/drinking it *before* coming into my home.
- Piano students are allowed in my entryway and in my piano room **ONLY**. Because my living room **is not** a lobby, any family member in attendance **must** wait in the piano room. Students waiting for rides should wait in the piano room. Thanks for your understanding and cooperation!

## Bringing Friends to Piano Lessons...

is **not** a good idea. Your child's lesson time is valuable—both education-wise and cost-wise—and my piano room is small. To make the best use of your child's brief lesson time, I request that your child refrain from bringing friends to piano lessons unless specifically invited to do so by me. If this policy is disregarded, please understand that your child's progress that week will be minimal and he/she will likely have to repeat many of the assigned lesson songs.

## Cancellation/Missed Lesson Policy (applies to Fall/Winter/Spring session *only*)

- Your child's lesson time is reserved exclusively for your child. Furthermore, like gymnastics, dance or swimming, **the tuition you pay is based on enrollment, not attendance.** **Lessons you choose to miss will not be made up.** However, rather than skip a lesson due to a conflict, you may arrange for your child to swap lessons with another student. I do not give refunds or credits for missed lessons unless the missed lesson is a result of **my** absence. **In the event that your child's seasonal activity (practices, games, meets, etc.) changes to fall during your child's reserved piano lesson time, please understand that I am under no obligation to assist you in arranging a new piano lesson day/time for your child. That responsibility lies entirely with you.**
- When you register your children for piano lessons, you are **committing them to an entire year** of lessons **on the agreed upon day and at the agreed upon time.** I depend on the income I receive from piano lessons. **No refunds** will be given should your child drop piano mid-semester.
- For obvious reasons, **kindly refrain from bringing your child to his/her piano lesson if he/she has missed school due to illness.** Thank you!

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### Contract for Students/Policies for Parents

A pdf of my **Parent/Student Agreement** is available on my website. All of my students—new and returning—need to bring this signed contract with them to their first piano lesson. Please print a copy of it, discuss the agreement with your child, sign it, have your child sign it, and return it to me.

### 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, or an uncooperative attitude are all reasons for which a student may be dismissed from my studio.

### Group Piano Lessons/Group Recital Rehearsals

Occasionally, I plan to suspend your child's regular lesson routine for group piano lessons. In lieu of private lessons, my students will gather in groups (either at my home studio or at another predetermined venue) to participate in educational music games and to 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! Please mark your calendar for the group lesson scheduled for **May 8-10, 14**. Students will meet from **4:30-5:30 PM** on any day that week that works best for your family.

### Late Arrivals/Timely Departures

Students who arrive late for their lessons **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 on time.

### Lesson Etiquette

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

- Before the lesson, wait quietly in the piano room. You may bring a book or hand-held game to entertain yourself while you wait.
- **If you bring a cell phone, you must turn it OFF when you enter my piano studio!** Cell phone noise/texting is disruptive to the student **and** to the teacher. You may turn your phone back on at the conclusion of your lesson.
- During your lesson, play only when asked to play. Please do not play while I am instructing you or while I write in your notebook.
- Please do not rest your feet on the pedals or kick the bottom of the piano.
- Wait quietly 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 **\$55** fee. For this fee, your child will receive all materials needed for the fall through spring semester. No refunds will be given.

### Non-Refundable Registration Fee

A **\$25** per student (non-refundable) registration fee will be collected when you register your child for fall lessons. This fee reserves your child a place in my fall schedule. New students will be assessed the fee in September.

### Parent Observation of Lessons

Parents of **first-year** students are welcome to sit in on lessons occasionally. By doing so, you learn how to work with your child at home and can reinforce my instruction methods. However, I discourage parents/siblings of returning students from sitting in on lessons on a regular basis for several reasons:

- My piano room is simply not large enough to accommodate too many visitors. (Reminder: my living room is **not** a lobby. Parents who stay for lessons must sit in the piano room!)
- Often, students prefer attending on their own. I encourage this type of independent behavior. Hopefully, the notes and evaluations I make on your child's assignment sheet/practice record give you a good sense of what occurred at your child's lesson.
- While I enjoy talking with parents, conversation during lessons may significantly shorten your child's lesson time or the lesson time of the next student. If you have any questions or concerns about your child's piano experience, please e-mail me at **karenhunter-piano@gmail.com**. I will respond in as timely a manner as possible. Parents may certainly schedule a "sit in" if they're worried about their child's progress or attitude.

### 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 **\$22 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.

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**Piano Book Bags**

Your child's piano books should be brought to lessons in any type of book bag. This may help eliminate the misplacing and forgetting of music, and should reduce the damage to books. Should your child not make use of a book bag, I will purchase one for him/her and pass the cost on to you.

**Piano Folder**

Your child's piano folder contains my studio's yearly calendar and weekly assignment sheets. On the weekly assignment sheets you'll find your child's assignments for the next piano lesson, a feedback section for your child to complete, a grade for the lesson, and the date of your child's next lesson.

I ask **all of my piano parents** to complete the **weekly parent log** which can be found on the front of the piano folder. Completing the log on a weekly basis assures me that parents are monitoring their child's practices and are aware should there be any "rough" weeks or practice slumps. The front of your child's piano folder also 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 check it (and complete the log) every week. The student will only receive contest "credit" (when applicable) if both the student and parent logs are complete. If either one is incomplete, or both are incomplete, no contest credit will be given.

**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!

**Publicity Release**

If you agreed to allow me to use pictures of or quotes by your child on my **Karen Hunter Piano Studio** Facebook page or in studio press releases or brochures (see the Parent Agreement 2017-2018), please 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. Details will be made available to you via the quarterly piano e-newsletter **Studio Notes**.

**Sharing a Lesson Slot with a Sibling**

Against my better judgment, I have continued the option of allowing siblings to share a single lesson slot. Bear in mind that students who alternate lesson weeks with a sibling (in effect, take bi-weekly lessons) make significantly less progress over the course of a year than siblings who attend lessons on a weekly basis. I understand that, for a variety of reasons, this option may be the best option for some of my piano families, therefore, I'm continuing to offer it.

**Snow Day/Weather-related Cancellations**

**In the event that the Middleton-Cross Plains Area School District cancels school, piano lessons will also be cancelled.**

Because my availability for private make-up lessons is limited, I will offer make-up lessons in a group setting only. If your child is unable to attend the scheduled group make-up lesson, the missed lesson must be forfeited.

**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, beginning in the summer of 2017, I will give families who take summer piano lessons priority for fall lesson times.**

**Swapping Lesson Days/Times**

Families who agree to share either their email address or phone number will be able to contact other piano families to swap piano lesson slots should occasional conflicts occur. A swap list will NOT be available online—you will need to contact me to obtain the contact information of another piano family.

**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.

*(more on page 4)*

**Email me for fall  
schedule info**