

Page 1

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. Students should leave their footwear on the tray outside my front door.
- Food and beverages are not allowed in the piano room.
- I have no “waiting room” for friends or family who choose to accompany students to lessons. Visitors must remain in the piano room throughout the lesson.

Bringing Friends to Piano Lessons...

is **not** encouraged. 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*)

- The tuition you pay is based on enrollment, **not** attendance.
- Lessons you choose to miss **will not** be made up.
- There are no 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, **I am not obligated to nor will it be possible for me to find a new piano lesson day/time for your child.** My piano schedule is determined in fall. New lesson slots cannot be added to my schedule. Your child is committed to the lesson day/time for which you signed up.
- When you register your child for piano lessons, you are **committing him/her 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 after the annual or semester payment has been made.
- If your child misses school due to illness on a piano day, I encourage you to keep your child home from piano lessons, too. Contact me if your child feels well enough for a **FaceTime** lesson.

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.

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	3
Piano Folders	3
Policy Reminders	3
Publicity Release	3
Recitals	3
Sharing a Lesson Slot with a Sibling	3
Snow Day/Weather-related Cancellations	3
Studio Newsletter	3
Summer Piano Lessons	3
Theory/Practice Policy	3
Tuner/Technician Recommendation	3
2019-2020 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 year, group lessons are scheduled for **December 9-12 (Christmas Piano Party)** and **April 20-23 (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. Group lessons take place from 4:30-5:30 PM Monday through Thursday, and I offer a Tuesday evening option (6:30-7:30 PM).

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 as requested.

Lesson Etiquette

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

- Before your lesson, wait quietly in the piano room. You may bring a book to read while you wait.
- **If you bring a cell phone, you must mute it when you enter my piano studio!** Cell phone noise/texting is disruptive to the student **and** to the teacher. You may unmute your phone at the conclusion of your lesson.
- During your lesson, play only when asked to play. Do not play while I'm instructing you or while I'm writing in your notebook.
- 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 **\$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 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!)
- Most 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 **karenhunterpiano@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 **\$24 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

Your child's piano books should be brought to lessons in any type of 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, 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 tally the number of times each assigned piece was practiced, a place for your child to mark the days he/she practiced, an evaluation for the lesson, and the date of your child's next lesson. **It is your child's responsibility to tally practice reps and mark practice days every week.**

It is the responsibility of my piano parents 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 complete the log every week. The student will only receive contest "credit" (when applicable) if both the student and parent logs are entirely complete. If the parent log or the student log 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 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 be held on **Sunday, April 26, 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.

Snow Day/Weather-related Cancellations

If the Middleton-Cross Plains Area School District cancels school, piano lessons are automatically cancelled, as well.

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 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. Phone number: 608-215-3250. Should your **digital** piano need repair, I use Mark Snyder at Music Solutions. Email address: office@musicsolutionswi.com. Phone number: 920-674-0600.

(more on page 4)

Karen Hunter Piano | 2019-2020 CALENDAR

5/9/10/11 Piano lessons begin
30 NO PIANO

SEPTEMBER '19						
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					

JANUARY '20						
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	

27-30 Piano lessons resume

24 State Teachers' Conference—
NO PIANO

OCTOBER '19						
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		

FEBRUARY '20						
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

26-28 Thanksgiving Break—
NO PIANO

NOVEMBER '19						
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

MARCH '20						
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				

23-26 Spring Break—
NO PIANO

9-12 Final week of piano in Sem I—**GROUP LESSONS** (Christmas Piano Party)

DECEMBER '19						
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				

APRIL '20						
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		

13-16 **NO PIANO**
20-23 Recital Rehearsals—**GROUP LESSONS**
26 **PIANO RECITAL** at Oakwood Village

	Lesson Tally
Sem I	13
Sem II	14
TOTAL	27

KEY

	Piano lessons
	No piano lessons
	Piano recital
	Group lessons

MAY '20						
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						

11-14 Final week of piano in Sem II