



STUDIO POLICY 2021-2022

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COVID Protocols

- In order to keep our studio safe, we have established a set of COVID protocols. These are outlined in a separate document provided to you along with this Studio Policy.
- All students who are returning to the studio for in-person instruction must have a signed authorization and release form on file. A copy of the form is included with this Studio Policy. Each student in a family must have their own form.

REGISTRATION

- Please complete and submit the online registration form with the annual Studio Fee:

Returning students	\$125
New students	\$140
Adults	\$ 60

Fall lesson times will not be held without this fee.

Electronic payment with Zelle: Inscribe.Music@gmail.com or 815.353.0559

Check payment: payable to INSCRIBE MUSIC SOLUTIONS.

- The studio fee covers items such as student supplies, AIM workbooks, awards, recitals, additions to the music library, and technology expenses. The studio fee is non-refundable.
- Students commit to an entire school year of lessons (nine months). See **Lesson Termination** for information regarding discontinuing lessons.
- Students are expected to enroll for a minimum of three summer lessons.

TUITION

- Monthly tuition rates for 2021-2022 are:

45 minute lessons	\$184
60 minute lessons	\$245

- Packages of eight lessons are available for select categories:

Adults	45 minutes: \$441	60 minutes: \$588
Senior adults (60+)	45 minutes: \$397	60 minutes: \$529

- Your tuition pays for access to the instructional expertise of the teacher throughout the year. In addition, it covers her time spent outside of the lesson selecting repertoire, planning for extra events, staying up to date on the latest teaching methods and new music by attending conferences and workshops, and customizing the content of each lesson and enrichment activity to provide the best musical development for your child.
- **Tuition payments are due at the first lesson or no later than the 10th of each month, September through May.** Invoices are sent via email as a courtesy reminder.
- Monthly tuition payment methods include check, Zelle, and PayPal.
- **Payments received after the 10th should include a \$20 late payment fee.** If a balance is carried forward into the following month, an additional \$20 fee will be charged. There is a \$25 fee for returned checks.

LESSON FORMAT

- Grades K-1: 45 minute lesson
- Grades 2-3: 45 minute lesson, with 15-minute enrichment time.
- Grades 4 and up: 45 or 60-minute lesson, with 30-minute enrichment time.
- **Enrichment time** is a weekly independent activity and is in addition to the 45 or 60 minute private lesson. Enrichment time includes working with software and applications focused on theory, music history, composition, and ear training; introducing students to great composers by listening to their masterworks; working on functional keyboard skills such as improvisation, harmonization, and sight reading; and preparation of ensemble pieces. Enrichment time takes place immediately prior to or following the private lesson or can be completed at home.
- As we begin the 2021-2022 school year, enrichment activities will likely be provided for students to complete at home rather than in the studio.
- All school-aged students will have seven to eight group **Piano Classes** scheduled throughout the year instead of their regular weekly lesson. Piano Classes allow time for more focused work on performance, ensemble playing, theory reinforcement, and keyboard skills, and help build a sense of community within the studio. These sessions may be scheduled on a different day than the student's regular private lesson. The schedule is published in the Studio Calendar at the beginning of the school year. Piano Classes count as a lesson and cannot be made up.
- At this time, the format for our **Piano Classes** is still undetermined for this year. Announcements will be made prior to each class as to whether the class will meet in person or via Zoom.

PRACTICE – Student Responsibilities

- **Students are expected to come to each lesson with their music learned and well prepared.** Their assignment notebook (provided) and music should come with them to each lesson; a tote bag is helpful in keeping music books and other items together. If a lesson is online, the student should have all materials readily accessible, as well as a pencil, highlighter, and all materials currently being used.
- **Parents of younger students (below age 10) should commit to being a part of the daily practice time.** If you are unsure about how to help your child, I encourage you to sit in on the lesson to better understand how you can help them at home.

- **Nails** must be neatly trimmed. **Hands should be washed** prior to coming to the lesson and use of hand sanitizer is required before we begin the lesson in the studio.
- **Consistent practice is an essential element in successful music study.** Typically, student musicians should expect their daily practice time to be approximately the same length as their private lesson. Younger students will have shorter practice sessions. See the weekly assignment page for specific practice goals.
- **Students are expected to establish a regular daily practice time.** Our lesson times help equip students for their home practice sessions. Practice skills and goal setting are addressed at each lesson.

PRACTICE – Parent Responsibilities

- **Younger students require regular assistance from a parent.** All students benefit from parents who take an interest in listening to them play through their weekly assignments as lesson day approaches.
- Each family is expected to have a **well maintained, regularly tuned instrument** in their home for practice. Although beginning students may start with a keyboard, it is expected that an acoustic or high-quality digital piano will be provided for the student as soon as possible for them to progress as pianists. Purchase the best instrument you can afford.
- **Please purchase requested music as soon as possible.** The teacher plans for each student based upon specific repertoire. Failure to have the necessary books and music at the lesson impedes the progress of your child.
- **Help your child schedule regular practice times.** Students should practice a minimum of five days weekly. Work together to create a home environment and routine conducive to productive practice.

MISSED LESSONS

- **Your lesson time is reserved in the studio specifically for you.** Please make every effort to schedule other appointments and activities around the lesson time. Missed lessons cannot be credited or rescheduled.
- Annual tuition covers **30** weeks of lessons. The studio calendar is based on **33** weeks. The extra three weeks allow the teacher to cancel **three lessons per student** per year without the need for rescheduling.
- **Students who are ill should not come to a lesson.** In the event of illness, inclement weather, or other unforeseen circumstances, lessons may be conducted via Zoom at the normally scheduled lesson time. Please make arrangements for this option as early as possible.
- If the teacher must cancel any additional lessons, the rescheduled lesson(s) must be completed within four weeks of the cancellation.
- Students who wish to temporarily suspend lessons to participate in another activity must continue to pay the full monthly tuition in order to hold their lesson time.

COMMUNICATIONS

- Most communications from the studio are sent via **e-mail**. Please check the email address you indicated on your registration form regularly for updates. Any additional e-mail addresses of individuals who should receive regular studio updates regarding events and scheduling should also be noted on the registration form.

- In the event of an emergency (for example, a last-minute need for the teacher to cancel lessons), a mass text message will be sent to the number(s) indicated for this purpose on the registration form.
- Students in grades 7-12 will receive automated email and/or text reminders of lessons and events as well as their parents.
- Parents are expected to read their child's assignment page and check their email regularly, taking care to note any changes or additions to the lesson schedule.
- Parents are welcome to observe any lesson if it is acceptable to the student. If you plan to observe a lesson, please make childcare arrangements for your other children in order to avoid distractions during the lesson.

MUSIC AND MATERIALS

- New music books are purchased by the student online or at a local music store. A list of music and any other required materials will be sent prior to the beginning of lessons in the fall. Occasionally, books or sheet music are purchased by the teacher and will be added to the following month's invoice for reimbursement. Please check your monthly tuition invoices for these additional charges.
- **Please see that new music is purchased promptly** and brought to the next lesson. An assignment notebook is provided.
- No illegally photocopied music is allowed in the studio. Please do not copy any music, books, CDs, videos, or other materials borrowed from the studio.

LESSON ETIQUETTE

- Please arrive no more than five minutes prior to your lesson time and pick up students promptly.
- While we are observing COVID protocols, students should remain in their car until I text or wave them in from the door. Students are asked to remove their shoes and use the provided hand sanitizer once inside.
- Currently our waiting room is not available. Parents should plan on waiting in the car or coming back at the end of the lesson. A parent of very young students may sit in on the lesson in the studio.
- Please do not bring gum, food, or drink (other than water) into the studio.
- Be considerate of the student before you and keep interruptions to a minimum. Parents who wish to discuss something are encouraged to call before or after teaching hours, send a note with the student, or send an email or text message.
- If you need to reach the studio during a lesson, you may send a text message to 815.353.0559 (preferred method) or leave a voice mail at the same number.

LESSON TERMINATION

- A one-month notice is required in the event of lesson termination by the student. Partial months of study will be billed as a full month. Unused lessons will not be refunded or otherwise credited. Lessons that are terminated without a one-month notice will result in a charge of an additional month of tuition.
- Lessons may be terminated by the teacher in the event of irregular or consistently late payments, irregular attendance, repeated failure to prepare assigned material, or disruptive behavior.