

# 2023-2024 Studio Policies and Procedures

Summit Piano School, Studio of Laura Wilkins

www.summitpiano.com

Working with my students and teaching music is my love and passion, as well as my profession. This document comprises the business policies of my studio. These policy statements are in accord with the most recent recommended professional policies of MTNA, and the National Guild of Piano Teachers, of which I am a member and certified teacher. Your participation in the program as well as your agreement on the registration form indicates acceptance of the following policies.

**My Commitments:** I will do my best to treat every student as an individual, providing a positive, encouraging, and enthusiastic atmosphere for learning. The student will receive:

- A weekly lesson time reserved for the student.
- Preparation for recitals, festivals, and competitions
- Use of studio piano, iPads, and digital pianos
- Subscriptions for online theory and ear-training software, and take-home materials
- All music books, sheet music, and use of the lending library

**Student/Family Commitments:**

- Punctual arrival at lessons with all music and materials
- Review of new music (practice) daily
- Communication about something that is happening at home or school that is affecting your child.
- Attendance at our Winter Playing Party and Spring Studio Recital
- A regularly tuned acoustic or quality digital piano at home for the student to practice on, a metronome for home use, and a bag to carry piano materials to lessons.

**Accelerated Group Lessons:**

Accelerated group classes of 55 minutes are for students from beginner through the intermediate level. Students are welcomed to but not required to participate in the Sonata/Sonatina Celebration, ASMTA Festival or Guild Auditions.

**Private Lessons:**

Private lessons of 30 or 45 minutes are reserved for late intermediate to advanced students. Private lesson students must commit to a minimum of 30 minutes practice per day, come to the lesson with all homework completed, and are expected to participate in the Sonata/Sonatina Celebration, ASMTA Festival, RCM Exams, or Guild Auditions.

**At the Lesson:**

Students should arrive on time for their lesson with the assignment notebook and all music. Students should remove their shoes just outside the door, enter quietly without ringing the doorbell, and wash or sanitize their hands before proceeding to the piano. Please wear socks. Students who arrive more than 5 minutes early should wait on the bench outside until their lesson time. If desired, parents may attend the first lesson. Thereafter, students are expected to attend without parents to decrease distractions and encourage independent learning.

**Attendance:** Each student will be assigned a weekly lesson time during the school year, and independently scheduled lessons in the summer. Yearly tuition includes at least 38 lessons during the studio year as listed on the studio calendar.

**Rescheduling lessons:** Student's regular lesson time will be entered into the studio calendar and will be visible on my website by logging into the student portal. (You will receive a password upon enrollment.) If you have to miss a lesson, please log in and cancel your lesson (with at least a 24-hour notice.) You will then be issued a make-up credit that you can use for a future lesson time that another student has cancelled. Your cancelled lesson will become an available make-up slot for another student to use. Make up credits must be used by the end of the summer term.

For most weather events, the studio will be open even if schools are closed.

**Tuition and Fees:**

- *Annual enrollment and materials fee:* Enrollment fee covers recital fees, incentives, printed music and books, Piano Guild Audition fees, and use of the lending library.
- *Tuition* for piano instruction is for the studio year (August – July). Tuition covers the weekly lesson, plus preparation, group classes, subscriptions, studio expenses, professional development, taxes, and my time spent at student events and auditions. Tuition and fees are non-refundable. Throughout the year, my students also have the opportunity to play in many events: the NAMTA Sonata/Sonatina Celebration, ASMTA Region 1 Festival, as well as regional recitals. Participation is completely optional. Fees range from \$15-\$25 per event, and you will be responsible for those fees separately.
- *Payment Methods:* Families who choose to pay monthly will use the monthly auto-debit to a credit or debit card, set up through the student portal. Families who pay in full for the semester or year at a time may submit a check or use google pay to electronically pay the studio.

**Teacher Contact:** Please contact me (voice/text) via my business line, or email [summitpianoschool@gmail.com](mailto:summitpianoschool@gmail.com).

**Social Media:** I may post pictures/videos of my students at events on the website and social media with first names only. If you desire that your child not be posted, please let me know in writing.

**Discontinuing Lessons:** Every student discontinues 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 end of the summer term. Enrollment is understood to be for an entire year, August 2022 through August 2023. If you are moving away from Fayetteville, then one month's written notice is required.

At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excessive amount of absences/unprepared lessons, lack of practice, damage to the studio or property, or if the student shows a genuine lack of interest.

Signing the "Agreement for Studio Enrollment" form or electronically registering indicates your acceptance of these policies.