

# 2026-2027 Studio Policies and Procedures

Summit Music School, Studio of Laura Wilkins

[www.summitpiano.com](http://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 if desired
- 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 and an assignment binder

**Student/Family Commitments:**

- Punctual arrival at lessons with all music and materials
- Review of new music (practice) daily
- 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.

**Communications:**

Use of *the My Music Staff* portal is required for payment and rescheduling lessons.

Studio email is [summitpianoschool@gmail.com](mailto:summitpianoschool@gmail.com), and text communication is encouraged for last minute information.

**Accelerated Group Lessons:**

Accelerated group classes of 55 minutes are for students from beginner through intermediate level.

**Private Lessons:**

Private lessons of 30 or 45 minutes are reserved for serious 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 one or more of the yearly festivals.

**At the Lesson:**

Students should arrive on time for their lesson with the assignment notebook and 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. Long nails that extend beyond the fingertips are not conducive to learning to play the piano correctly, so a writing assignment will be given in place of the lesson if students arrive with them. 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.

**Attendance:** Each student will be assigned 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. An extra lesson will be scheduled by the studio to allow for one sick day. Monthly tuition is the annual tuition divided into 11 equal payments, so the number of lessons per month may vary. Studio holidays and events will be listed in the portal.

Students who arrive without their lesson materials (binder and books) will be assigned sight reading and Piano Maestro curriculum during the lesson.

**Rescheduling lessons:** Self-rescheduling is required by the parent on the portal. The student's regular lesson schedule will be recorded in the studio calendar. This information can be accessed via the student portal on my website. If you must miss a lesson, please log in and cancel your lesson (with at least 24 hours' advanced 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. An extra lesson is scheduled each year to provide a sick day, so no make-up lesson is needed or given for late cancels. For most weather events, the studio will be open even if schools are closed.

#### **Tuition and Fees:**

- *Annual Enrollment and Materials Fee:* The enrollment fee includes recital fees, incentives, printed music and books, Piano Guild Audition fees, and access to the lending library.
- *Tuition* for piano instruction is for the studio year (August-August). If you choose to pay monthly, you are responsible for those payments through July 2026. Tuition includes the weekly lesson, preparation, group classes, subscriptions, studio expenses, professional development, taxes, and time spent at student events and auditions. Tuition and fees are non-refundable. Throughout the year, my students may also choose to play in local festivals and will be responsible for those fees.
- *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 the credit card through the portal.

**Social media:** I may post pictures/videos of my students at events on the website and social media with first names only. Please inform me in writing if you do not want your child's image posted.

**Discontinuing Lessons:** Enrollment is understood to be for an entire year, August 2026 through August 2027. If you are moving away from Fayetteville, then one month's written notice is required. 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.

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.*