

2019-2020 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 signature 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
- Preparation and enrollment for National Guild Auditions
- Use of studio computer software on laptop, 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
- Communication about something is happening at home or school that is affecting your child
- Attendance at our Winter Playing Party, Spring Studio Recital, and Piano Guild Audition.
- Providing 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

At the Lesson:

Students should arrive on time for their lesson with assignment notebook and all music, nails trimmed, hands clean or wash them on arrival. Students who arrive more than 5 minutes early should wait on the bench outside until their lesson time and enter without knocking or ringing. Please remove athletic type shoes and boots at the door.

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 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.

For most weather events, the studio will be open even if schools are closed. I'm available to have a lesson over Skype or FaceTime if you can't get here because of weather or travel.

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-\$20 per event, and you will be responsible for those fees separately.

Teacher Contact: Please contact me (voice/text) via my business line, 871-3767, email 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 term. Enrollment is understood to be for an entire year, August 2018 through August 2019. If you are moving away from Fayetteville, or have other extenuating circumstances, then one month's written notice is requested.

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 if the student shows a genuine lack of interest.

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