

True Note Music Studio Policies

Expectations

EXPECTATIONS OF TEACHER:

- Be qualified to teach any materials the student receives.
- Be qualified to perform any materials the student receives.
- Prepare in advance for all lessons and classes.
- Assign materials and clearly communicate expectations and goals.
- Balance short and long-term developmental goals.
- Decide on pace of study. In the early stages the pace will be more deliberate as fundamentals are stressed and established.
- Suggest practice strategies in support of all assignments.
- Provide performance opportunities in classes and studio recitals.
- Continue personal development as a musician and teacher through performance and study.
- Be available to parent by phone and email for additional consultation.
- Teach all lessons at the appointed time.

EXPECTATIONS OF STUDENT:

- Cooperate with your teacher and parent during lessons and home practice.
- Wash hands, trim nails, go to the bathroom, get a drink before lesson times.
- Bring all your lesson books, music, instrument and shoulder rest to lessons.
- Be prepared for all assignments at all lessons. Your practice guidelines will be laid out for you in your lessons.
- Have fun!

EXPECTATIONS OF PARENTS:

- With younger students, attend all lessons and take detailed notes so you may better assist your child during home practice. Whoever will be practicing with the child at home should be the one attending lessons.
- Keep student's fingernails cut shorter than the end of the finger at all times.
- Please do not interfere with the lesson. It may be tempting to remind your child of something you worked on together at home but this can be humiliating for the child and can disrupt the flow of the lesson. Also, frequent interruptions and reminders from the parent can undermine the student's respect for the teacher.
- If something you feel is important doesn't get addressed satisfactorily during the lesson, please speak to me afterwards.
- Schedule a consistent daily time for home practice. Some students, especially younger ones, accomplish more in multiple shorter practice sessions.
- Have a realistic expectation of progress and help your child to learn that consistent effort, cooperation, attitude are more valuable than immediate results. Remember that playing an instrument well, as in any skill development, will only come with discipline, effort and consistent practice over many years.
- Make an effort to attend all student recital performances
- Commit to study for at least one year. The act of learning is not always a consistent one and can be subject to emotional and physical cycles.
- Expose yourselves and your children to great music as often as you are able!

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Fees, Tuition, Make-Up Lessons, Cancellations

The musical growth of my students depends upon consistent lesson attendance. The following are guidelines governing this.

FEES: Monthly tuition is due the last scheduled lesson of the previous month.

This studio policy will be your retainer of your lessons (and your lesson time) for the twelve months of the 2012-13 school year. Payment can be made check, cash or PayPal on truenotemusic.com. If you would prefer a credit card option, please ask me and I will provide that for you. Returned checks will be assessed a thirty-five (\$35.00) late fee and cash or money order will be required for the remainder of the that year.

TUITION: Tuition will be \$25.00 per half hour lesson. Lessons taught at a student's home will be assessed an additional transportation fee, at a minimum of \$5 per lesson visit. *Tuition is paid by the month, not the lesson.*

INVOICES: As a courtesy, invoices will be provided one week before lesson payments are due.

ABSENCES: If a student cannot attend a lesson, a 24-hour sufficient notice is requested. Please contact me by phone or text (708.717.3568). Using email or facebook is not accepted for lesson cancellation. Lessons cancelled with 24-hour notice will be made up within 30 days. Lessons cancelled without 24-hour notice will be made up at the discretion of the teacher. I have found that repeated cancellations do hinder the student's musical progress, but that making up lessons helps ameliorate that issue.

MAKE-UP LESSONS: I will do make-up lessons, as long as 24-hour notice requirement has been observed. Make-up lessons missed will not be made up.

DISCONTINUED LESSONS: *If a student intends to discontinue lessons, fifteen (15) days advanced written notice is required or a full month's tuition shall be assessed.* I consider it professional courtesy to have sufficient notice for discontinued lessons. This applies to students who decide to permanently discontinue lessons. This does not apply for leaves of absence, for example, summer vacations.

OBSERVED STUDIO HOLIDAYS: True Note Music observes 5 holidays each year: Christmas Eve, Christmas Day, New Years Eve, New Years Day and Thanksgiving. If you are not sure if your lesson is falling on an observed holiday (for example, Labor Day which is not observed), please ask.

I, _____ have received and do understand the above guidelines pertaining to True Note Music Programs/True Note Music Studio, and do agree to abide by these guidelines.

Signature / Date

Enrollment Form

Student Name: _____

Parent Name: _____

Address: _____

City/Zip: _____

Telephone: _____

E-mail: _____

JOIN THE TRUE NOTE MUSIC COMMUNITY of students and parents!

Keep in touch with us, visit with other students and check on upcoming performance opportunities on facebook at True Note Music Programs and at Truenotemusic.com.

