

Penny's Piano Studio Policies

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Practice Requirements

- Each student should have an adequately maintained piano or keyboard, and a specific time set aside each day for practice.
- Planning and sticking to a daily/weekly practice schedule are the first steps on the ladder of success!
- To build muscle strength and coordination, students should practice **5 days** during the week. Length of practice time depends on the student's level and age.

Levels 1 & 2	10 – 20 minutes a day
Levels 3 & 4	20 – 35 minutes a day
Levels 5 & up	30 – 45 minutes a day
- **Being consistent for brief periods is better than one long practice session.** More practice will lead to quicker results.
- Each student should complete **all** assignments before coming to lessons.
- Keep nails trimmed. Students cannot develop proper technique playing with flat fingers.

Advice for Practice Time:

1. Help keep practice time as effective as possible by keeping the room quiet, and not allowing phone calls, visitors, TV, or radio.
2. Parents - Supervise the practice. Those who do not actually sit with the student during practice time should **read the practice assignment each week**. If you do not understand what is expected, ask your child to explain it to you. If there is still a question, please call me.

Lesson Attendance

- Attendance at scheduled lessons and recitals is required.
- Students should arrive **no earlier than 5 minutes before their lesson** to prevent interruption of other student's time.
- Before starting their lesson, students should use the hand sanitizer located on the piano. This helps to prevent passing germs on the keyboard.
- Parents are encouraged to **occasionally** sit in on individual lessons with the teacher, but when parents attend every lesson it has proven to be a distraction.
- In case of snow or ice, I will call if lessons are canceled. **If you do not hear anything from me, we are having lessons.** If there are any problems please call.

Penny's Piano Studio Policies Cont.

Tuition

- **Registration Fee - None**
- **45 Minute Group Lesson - \$17.50 each** (prices good until August 2006)
- **30 Minute Individual Lessons - \$19.50 each** (prices good until August 2006)
- Tuition is due on or before the 8th of every month. A late fee of \$10.00 will be added to your bill if payment is received after the 8th. Payments will be recorded on the day that they are received, regardless of the date on the check. Payments received by mail must be postmarked by the 8th.
- I will purchase any books needed, and will bill them to you.
- **The time assigned to you for weekly lessons is specifically set aside for you, therefore all lessons must be paid for whether you attend or not.**

Missed Lessons

- **GROUP STUDENTS** - If a student must miss a lesson they may attend another group lesson before their next scheduled lesson. I will provide a schedule of all my group classes, so you can choose which one to attend. I would prefer that the student come to a group class that is no more than one level below or above their own level. This is the **only** option students/parents have for missed group lessons.
- **INDIVIDUAL STUDENTS** - Only 1 excused missed lesson will be credited per semester.

Returned Checks

- There will be a twenty-five dollar fee for each returned check.

Termination of Lessons

- A 30 day notice is required for termination of lessons.