

## Studio Policy

**Payment:** Tuition is paid by the school term and is non-refundable and non-negotiable. Payment is due by the first lesson of each school term by either cash, cheque or bank transfer. When student enrolls in this studio, the student is reserving weekly lesson time for the term. There are no refunds and no make-up lessons.

**Cancellation/Make up:** Students/parents must notify the studio for lesson that will be cancelled, but this notice does not exempt the student from payment for the lesson slot.

If the teacher is absent, a make-up will be scheduled at a mutually convenient time, or your account will be credited.

It is acceptable if students wish to exchange lesson times with each other after notifying the teacher. It is the student's and/or parents responsibility to make the changes.

**Late Payment:** If fees are not paid by the 1<sup>st</sup> lesson it will result in your time being forfeited.

**Late Students:** Due to the fact that our classes are scheduled back to back we are unable to make up time for students who arrive late for their lesson.

**Course Materials and Books:** For certain lessons, course materials and books may be required in order for the student to obtain the best possible learning instruction. It is the responsibility of the parent or student to purchase required course materials when applicable.

Suzuki parents are to own individual copies of Nurtured by Love and Ability Development from Age Zero. Beginning students will need a core collection of materials and new books including Suzuki Piano Book Volume 1, Suzuki Piano CD Volume 1. CD player, Sight-reading book, and a **note book** for the parent.

**Listening program:** Listening well is the secret to success with the Suzuki Method!!! ***At least two hours of listening is required everyday and it is the parent's responsibility to turn on the recording.*** When a student is listening extensively, rhythmic and note errors are almost non-existent in his or her performance because the brain becomes a teaching machine for the fingers and arms. Good listeners rarely need to be taught how to play musically as they internalize the musical sounds that they have heard so many times. During the daytime while your child is doing other activities such as playing, eating, doing homework or riding in the car, play the CD your child has been instructed to listen to by the teacher very, very softly in the back ground. Program your CD player to repeatedly play through the entire CD.

You must **have a piano or full-sized keyboard with 88-weighted keys, foot pedal and a bench at proper height in your home.** A piano is strongly recommended as nothing can take the place of its touch and sound. Your instrument should be tuned twice a year.

**Maintaining your piano is important.** I can recommend a piano tuner/technician. The piano should be located in a well-lit place that allows practicing to be done with as few distractions as possible (TV and other siblings). Please keep it and the surrounding area clean. Keeping lesson books and other materials organized at home saves time during lessons.

**Summer Lessons:** Summer lessons are available and strongly advised, but not compulsory.

**Lesson Termination:**

The studio maintains a high standard of piano students and has the right to terminate lessons at any point in time if there is disrespectful behaviour, failure to complete assignments and consistent failure to prepare for lessons during the week. In such a case, a refund will be made for the remaining lessons of that term.

In the case of a student withdrawing from lessons entirely, notice must be given one term in advance. Should you wish to withdraw from classes half way through the term, the remaining lessons will not be refunded.

**Participation Expectations for Parents:**

While most students are initially excited to begin piano lessons, please be aware that they will face challenges and sometimes frustrations. As the initial enthusiasm is replaced by an awareness of the discipline and commitment required to attain skills, **your encouragement and praise will be essential to your child's success.**

**Set aside a scheduled practice time** for your child. It is important to budget time for practicing and to make it happen as a part of his or her daily routine. For example, a child could know that after their afternoon snack, they will practice for 30 minutes or that from 7-7:45pm is their designated practice time. Please **supervise home practice sessions**, making sure your child completes each assignment. Many children are not mature or disciplined enough to manage practicing without your support.

**Parent/Guardian Lesson Attendance**

Parents/guardians who would like to attend classes with the child are welcome to do so as I strongly encourage parents/guardians to be active in their child's musical experience, especially those doing the Beginner Level. However other guests are not accepted in the studio. It is essential that the **same** parent/guardian come to class every week, unless it is just the odd time when someone is ill or away but it is important parents do not interrupt the lessons, e.g. comments and phone calls. Parents should take notes but not to **interrupt** during lessons times, but are welcome to address their questions and concerns at the end of each lesson.

**Media release**

The Studio is hereby granted permission to take photographs or video of students to use in brochures, websites, posters, advertisements and other promotional materials the Studio creates. Permission is also hereby granted for the Studio to copyright such photographs in its name.

**Updates**

Any updates on the studio policy will be included in the newsletter.

**Studio Ground Rules**

- Be on time for the lessons
- Practice regularly and be well prepared
- Keep fingernails trimmed short (should **not** extend past the end of the finger) to ensure proper hand position and good technique
- Wash your hands before the lesson. (Arrive in time for restroom use before each lesson)
- No **food** or drinks during the lesson. (Please do not bring gum or candy)
- Participate in performance, workshops and recitals

***I have read and understood the policy above.***

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**Name:**