

New Song Piano Studio Lesson Policies

The following are a list of my studio policies regarding your lessons that will help to avoid any confusion on your part or mine. Please read them carefully and call me for any clarification you might need. Any exceptions to these policies will be subject to change by the teacher.

1. **Please arrive** a few minutes before your scheduled lesson time and promptly pick up your child when lesson time is completed. (Unless prior arrangements have been made) Late arrivals will not be guaranteed a full lesson time. Parents of beginning-younger students should plan on sitting in (as silent observers) on the lesson itself undistracted by younger-older siblings. I find this very beneficial to the student's rapid progress as the week of practicing is maximized. Please leave other siblings at home unless you make other arrangements with me. As your child becomes older and a more adept and independent musician, parents may drop their students off. Parents are always welcome to sit in on the lesson no matter how advanced their child becomes.
2. **Please plan a routine** for your child's practice sessions. With each changing season of a child's year it is very helpful to sit down and plan a practice schedule and stick to it, much like you would a homework schedule during the school year. And, yes, I do teach year- round! Parents of younger students should be closely monitoring their practice time. The older the child, the more responsibility the child should take for his (her) practice each day. Remember! My favorite Bible verse for practicing: "Whatever your hand finds to do, do it with all your might." Ecc.9:10
3. **Lesson Preparation.** Your child's *personal recording device contains a clear, detailed explanation of what is required each week, and I expect your child to come fully prepared in every area. I recommend 30 min./day (5 days) for beginning students ;(first year), 40 min. /day (5 days) for most intermediate levels; and 1+ hours/day (5 days) for advanced students. These are minimums. Just have your child record the time in his practice book each day (5 days) and you, the parent sign the page at the end of the week. I may also have a "memo" in there for you from me for you to read.

**iPhone/iPod/iPad/Notebook or your recording device. Parent is responsible for obtaining this.*
4. **Tuition.** The September-May tuition payment for the entire month's tuition is due at the first lesson of the month. Any new music purchased or recital fees for your child will be added to the following month's bill. Payments made by cash/check/PayPal. Those who pay after the first lesson of the month will be charged a **\$10 per child late fee** for the month, unless child is unable to attend the first lesson. In that case, payment must be made at the next lesson attended. Month's tuition for a 30 minute lesson is \$100. A 45 minute lesson is \$140. An hour lesson comes to \$180 per month.

5. **Summer Lessons.** Yes. Lessons continue through the months of June-August. We will take off the week after the formal June Recital, as well as the first week of school. When the family is in town, it's important to continue practicing and attend lessons for maximum continuity throughout the summer. Our lesson schedule will change, if desired, based on your new family summer schedule. I would ask that you would commit to at least 8 (out of a possible 13) lessons throughout the 3 months of summer. Tuition will still be paid at the same time, but will be pro-rated.
6. **Absences.** If a lesson is cancelled due to illness, we will probably just skip it for that week if a make-up lesson is not possible. If a lesson is missed for any other reason, (sports, parties, failure to practice, etc.) with the exception of a last-minute unforeseen dire emergency, the lesson cannot be made up or refunded. However, I can be flexible, and if there happens to be an opening in that week's schedule I may be able to squeeze a student in. You are also welcome to try to switch lesson time with another student. Please call me as soon as you know you will not be coming!
7. **Group Lessons.** I give two group lessons per year, usually in October and in March. This is a great time where the students all come together (no parents allowed!) and play for each other, we learn music theory, music appreciation, study a composer, practice stage presence in preparation for our more "formal" June recital, be comforted at hearing other students "messing up" when they play, eat a great snack, and just have a great time! Attendance is mandatory for all group lessons.
8. **Recitals.** We will have a Fall recital at the beginning of December and a more formal Spring Recital in late May/early June.

I appreciate your cooperation in the above policies as I believe they will provide the maximum development of your child's skills and enjoyment of the process as well as the performance.

New students are welcome to join anytime of the year.

Please feel free to call or email me. I would be happy to speak to you to determine if we will be a good teacher-student fit.

Toni Huff

tonisherhuff@gmail.com | 630.440.9983