

Vandagriff Music

2017–2018 Policies & Procedures

Please initial each section, sign/date at the end, and return this form to the teacher. By signing this agreement, you agree to respect and abide by the studio policies.

_____ **General Information** | Weekly private lessons are offered in 45 minute sessions.

_____ **At the Studio** | Students are expected to arrive for lessons in a timely manner with all required materials and music. Parents may quietly wait in the living room, wait in their vehicle, or run errands so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with the teacher during the first five minutes of the student's lesson—but not afterwards—in order to respect the next student's time slot.

_____ **Practice and Instrument** | Private students are encouraged to practice for at least 30 minutes a day, five days a week. A proper instrument is vital to your student's success. Pianos can be acoustic or electronic, but they must have 88 keys (touch sensitive) and a damper (foot) pedal. Acoustic pianos should be tuned at least once a year. Bassoons need to be free of leaks, have an appropriate bocal and seat strap, and have at least 2-3 working reeds.

_____ **Materials** | Students are advised to use a canvas tote bag to carry books to and from lessons. The student will be given an assignment binder which will be used keep track of assigned pieces and practice suggestions/goals for each week. The teacher will obtain all needed books and materials for the student, with the exception of a metronome. This must be purchased by the student/parent before the fourth lesson. The \$50 annual materials and registration fee is usually enough to cover the cost of books and materials (including group reed making materials for bassoon students) for the whole year; however, if it is not enough, the student/parent is expected to cover the additional costs. The \$50 materials and registration fee is due before the lesson time can be finalized. Bassoon students may purchase reeds from me for \$20 each, subject to availability.

_____ **Calendar and Schedule** | A fixed monthly tuition amount is charged during the school year (Sept-May). Tuition rates are based on 32 private lessons, performance/recital opportunities, recital expenses, theory training, and more. Lessons scheduled on Mondays will still be held on minor holidays (Memorial Day, Labor Day, etc.). Consult the studio calendar for holiday closures. Three unpaid weeks have been built into the calendar which are reserved for the teacher to take off as needed for extreme illness, teacher conference attendance, teacher performance conflicts, or teacher vacations. Any teacher cancellations beyond three will be rescheduled or reimbursed. Summer lessons will be offered as lesson packages. Rates to be announced in May.

_____ **Tuition and Payment** | Tuition is paid in equal monthly installments. Tuition is due at the first lesson of the month. A late fee of \$1 per day will be charged after the 10th of the month.

	Monthly Payments
45 Minute Weekly Private Lessons:	\$ 117
45 Minute Bi-monthly Lessons:	\$ 70

Late payments will incur a late fee of \$1 for each day late. The teacher reserves the right to raise tuition at the beginning of each new academic year (September 1st).

_____ **Summer Months** | During the summer months, private students are still encouraged to practice and take lessons. Weekly lessons will start on a new summer schedule starting the first week of June. If a student does not take lessons throughout the summer months, they cannot be guaranteed a spot in the studio in the fall.

_____ **Makeup Lessons** | Due to the teacher's limited availability, makeup lessons cannot be guaranteed. However, if a student absence arises due to unforeseen situations such as an accident or family emergency and if the student indicates a desire for a makeup lesson, the teacher will make an effort to accommodate a makeup. Makeup lessons are limited to one per semester (three per year). Please be courteous by notifying the teacher at least 24 hours in advance regarding any known upcoming absences. 24 hours notice is required if a makeup lesson will be requested. If the roads are impassible due to weather or a student is contagiously ill but feels well enough to play, having a lesson via Facetime or Google Hangouts is an option for that week.

_____ **Discontinuing Lessons** | All students stop taking lesson 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. For this reason, one month's notice in writing prior to discontinuing lessons is required. Note: At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest or difficult attitude.

_____ **Studio Events** | Each year the studio schedules a number of exciting events for private students and their parents. All of these events are provided at no extra cost.

- **Studio Classes:** A group reed making class will be held once or twice during the year for all bassoon students.

- **Studio Recitals:** Formal recital settings are an exciting opportunity for students to showcase their hard work and improvement over the year in the presence of their family and friends. Recitals are held a number of times during the year. Consult the current studio calendar for upcoming dates.

_____ **Communication** | There are many great ways to stay informed regarding studio news and events!

- **Studio Emails:** Please watch for occasional emails. They may feature practice tips, recognize student achievements, and announce the dates of studio events.

- **Studio Website:** Visit www.vandagriff.org to find teacher contact information, current studio policies and procedures, and the studio calendar.

- **Facebook Page:** Students and parents are welcome to join the studio's facebook page. Search for Vandagriff Music. "Liking" this page allows students to interact with the teacher and other students while maintaining the privacy of each student's facebook profile.

- **YouTube Channel:** Visit <http://www.youtube.com/channel/UCmINpb55bYJ-JL6tfogJflw> to view videos of student performances. Student videos are posted *only with written student and parental permission (see below)*. These YouTube videos are often shared on the facebook page and featured on the studio website.

