

2024 Studio Policies and Procedures

Belle's Music Studio L.L.C.

www.bellesmusicstudio.com

Working with my students and teaching music is my love and passion, as well as my profession. This document comprises the business policies of my studio. Your participation in the program as well as your agreement on the registration form indicates acceptance of the following policies.

My Commitments:

I will do my best to treat every student as an individual, providing a positive, encouraging, and enthusiastic atmosphere for learning. The student will receive:

- A weekly lesson time reserved for the student.
- Preparation for recitals, socials, and competitions.
- Use of studio piano and digital pianos.
- Recorded practice aids.
- All music books, sheet music, and use of the lending library.

Student/Family Commitments:

- Punctual arrival at lessons with all music and materials.
- Review of new music (practice) daily.
- Communication about something that is happening at home or school that is affecting your child.
- Attendance at our annual Christmas Recital and End of School Year Recital.
- A regularly tuned acoustic or quality digital piano at home for the student to practice on, a metronome for home use, and a bag to carry piano materials to lessons.

Accelerated Group Lessons:

Accelerated group classes are not available at this time.

Private Lessons:

Private lessons of 40 minutes are available by invite only. Private lesson students must commit to a minimum of 30 minutes practice per day, come to the lesson with all homework completed, and are expected to participate in the annual Christmas Recital and Pop Recital.

At the Lesson:

Students should arrive on time for their lesson with assignment, notebook, and all music. Please note I allow 5 minutes between evening lessons so often cannot accommodate early arrivals. As

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clean as I like to keep my floors, I do have two fluffy dogs, so I encourage students to keep their shoes on. Students need to wash or sanitize their hands before proceeding to the piano. Please wear shoes. If desired, parents may attend the first lesson. Thereafter, students are expected to attend without parents to decrease distractions and encourage independent learning.

Attendance:

Each student will be assigned a weekly lesson time during the school year, and independently scheduled lessons in the summer. Monthly tuition includes 4 lessons.

Scheduling and Cancelling Lessons:

Lessons are booked as monthly subscriptions. It is assumed you will continue into the next month for the same day and time unless I am told otherwise. Lessons are once a week for 40 minutes. Subscriptions are paid before the first lesson of the month. Subscriptions are \$150 a month with additional students being discounted at \$100 a month. If a month has a 5th week, we will not have a lesson on the 5th week. I will provide an activity for that week during the 4th week, but we will not have a lesson.

Missed lessons are non-refundable; however, if I am provided a 24-hour notice, I will provide the opportunity to schedule a makeup lesson. Makeup lessons must be scheduled and used within two weeks of the originally scheduled lesson.

I value your time and energy and so, should I need to cancel, which happens very rarely, I will provide 110% refund for the lesson missed.

For most weather events, the studio will be open even if schools are closed.

Tuition and Fees:

- *Tuition* for piano instruction is for the month. Tuition covers the weekly lesson, plus preparation, group classes, subscriptions, studio expenses, professional development, taxes, and my time spent at student events and auditions. Tuition and fees are non-refundable.
- *Recitals*: Tickets for the recitals are \$5 a person.
- *Piano Competition Entrance Fees and Theory Tests*: Subject to the specific activity
- *Payment Methods*: Families who choose to pay monthly can use Zelle, checks, or credit card. (Payable links are sent through Chase Business) Families who pay in full for the semester may submit a check or use google pay to electronically pay the studio.
- If paying monthly, tuition is due prior to the first lesson of the month.

Teacher Contact:

Please contact me (voice/text) via my business line, or email bellesmusicstudio.info@gmail.com

Social Media:

I may post pictures/videos of my students at events on the website and social media with first names only. If you desire that your child not be posted, please let me know in writing.

Discontinuing Lessons:

Every student discontinues lessons 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 at the end of the term.

At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excessive amount of absences/unprepared lessons, lack of practice, damage to the studio or property, or if the student shows a genuine lack of interest.

Signing this form and registering indicates your acceptance of these policies.