

Vandagriff Music

2014 - 2015 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 30, 45 or 60-minute sessions, depending on the student's age/level/instrument.

_____ **At the Studio** | Students are expected to arrive for lessons in a timely manner (five minutes early is recommended), with all required materials and music. Parents and siblings 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 expected to practice for at least 30 minutes a day, six 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 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 notebook at their first lesson, 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 annual materials deposit 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. Bassoon students may purchase reeds for \$15 each, subject to availability.

_____ **Calendar and Schedule** | The tuition rates are determined based on a calendar of 42 yearly private lessons as well as four performance/recital opportunities, recital expenses, theory training, and more. The teacher does not teach during the week of Thanksgiving, the two weeks surrounding Christmas, and the week of July 4th. Lessons scheduled on Mondays will still be held on minor holidays (Memorial Day, Labor Day, etc.). The other unpaid six weeks of the year are reserved for the teacher to take off as needed for extreme illness, teacher conference attendance, teacher performance conflicts, or teacher vacations (with advanced notice).

_____ **Tuition and Payment** | Students have the option of paying tuition in one of the two following methods. The tuition rates are shown in the table below.

- (1) In equal monthly installments. Payments are due at the first lesson of each month. A late fee will be charged after the 10th of the month.
- (2) OR in two large, equal installments. Payments are due September 1st and March 1st.

	12 Monthly Payments	2 Semester Payments
30 Minute Weekly Private Lessons:	\$ 75	\$ 450
45 Minute Weekly Private Lessons:	\$ 110	\$ 650
60 Minute Weekly Private Lessons:	\$ 145	\$ 850

If mailed, payments must be postmarked by the 10th of the month. Payment can also be given to the teacher at the first lesson of the month. Credit cards are accepted either online or at the beginning of a lesson. Late payments will incur a late fee of \$1 for each day late and will be deducted from the materials deposit. The teacher reserves the right to raise fees at the beginning of each new academic year (September 1st).

_____ **Summer Months** | During the summer months, private students are still required to practice and take lessons. (Note there will be no lessons during the week of July 4th and during scheduled teacher vacation weeks.) Weekly lessons will start on a new summer schedule starting the first week of June. Not only does the teacher feel strongly about continuing the student's musical education throughout the summer months, but the teacher's livelihood depends upon a regular income throughout the summer months because the tuition rate has been determined based on a 12-month calendar. For these reasons, if a student fails to observe this policy by refusing to continue through the summer, the student unfortunately 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 three per year. Please be courteous to the teacher and fellow students by notifying the teacher at least 24 hours in advance regarding any known upcoming absences. If the roads are impassible due to weather or a student is contagiously ill but feels well enough to play, having a lesson via Skype 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, with the exception of the optional theory/performance evaluations.

· Studio Classes: Studio Classes are provided during the school year for private students of similar ages/levels to promote student camaraderie and to reinforce concepts taught during private lessons. Studio Classes may include a theory segment, history segment, and/or a performance segment. With young private

students, music & movement activities are also frequently included. With adult private students, there is a focus on piano literature, history and repertoire performance in a relaxed environment.

- Studio Recitals: Performing in a formal recital setting is 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.
- Examinations: Students are welcome to participate in theory examinations and/or performance evaluations. These opportunities require additional entry fees. Please contact the instructor for more information.

_____ **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. Invoices are also sent via email.
- Studio Website: Visit www.vandagriff.org to find teacher contact information, current studio policies and procedures, the studio calendar and much more.
- 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 (coming soon): Visit _____ 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.

The best way to contact the teacher is via email, which will be promptly returned with an email reply or phone call. Phone calls are also welcome, especially on weekdays between 10am and 1pm. The teacher always welcomes emails or text messages from students during the week if they have questions regarding their repertoire or other matters.

I hereby release Jessi Vandagriff, owner of Vandagriff Music and her spouse or representatives from all liability from personal injury, illness, property loss, or damages resulting directly or indirectly from studio activities. I agree to allow Vandagriff Music to take photographs/ video or audio recordings as well as quoted statements of me or my child for educational and/or promotional use without compensation.

Student Signature (or parent if student is under 18)

Date