

CAPE ANN PIANO STUDIO POLICY/CONTRACT 2018–2019

Thank you for choosing me as your piano teacher! To ensure that your child gets the most effective and creative teaching possible, I have established the following policies.

CALENDAR

The teaching calendar comprises 40 lesson weeks from September through August. No lessons are given during public school vacation weeks. There are 3 flex weeks that may be used by the instructor (see Flex Weeks below) during the teaching year at any time. The downloadable annual calendar will be posted on the website in August.

TUITION/FEEES

Tuition is based on the yearly calendar; payments may be made quarterly—3 12-lesson week quarters (Fall/Winter/Spring) and 1 4-lesson quarter (Summer)—or monthly (12 equal payments), and now also annually. All payments, whether quarterly or monthly, cover the *year* of lessons. All students pay an annual registration fee of \$75 per family (see Tuition/Fees form for due date in August). Late fees are charged for late payments, including the registration fee, which holds your time slot for the year.

MISSED LESSONS

You may have a lesson as a reschedule *during my regular teaching hours if there's a space* in my schedule available for that week. If there isn't a space in that week, you can "bank" it for later, meaning, you can take it in another week but *only during my regular teaching hours if there's a space. No reschedules during weekends, school vacations, or any other time outside the teaching hours of the instructor.*

It is up to parents to remember their misses, I will not be keeping track.

Teaching hours will be posted at the start of the Fall Quarter once the schedule has been set. Lesson Swap Sheets (see below) will also be distributed at that time and will also have the teaching hours of the studio.

If you cancel your lesson *on the day of your lesson, do not send me an email!* I don't usually have time to check my email when I start teaching. *Please call or send me a text, thank you!*

Once your scheduled lesson time is in place, it is expected that music study will have priority. Be sure there are no conflicts with the lesson time you choose! Like other schools and after-school programs, I am on a set schedule. By setting a time for lessons, and sticking with it to the best of your ability, your child will better understand the commitment to music study.

Lesson Swap Sheet

If you have a conflict you know about in advance, you may first find out if I have had any cancellations for the week, or you may use the Swap Sheet to exchange lesson times with another student. This exchange is between you and the other parent; just inform me of the change, so that Susy doesn't walk in when I'm expecting Johnny! Thanks. The Swap Sheet should also be used for a permanent time slot change, as I cannot change your slot during the year!

Illness

If your child is sick enough to stay home from school *please* do not bring him or her to the lesson; s/he will not benefit from a lesson in a constructive way. We can still do a check-in via Skype or you can use the reschedule policy above.

All no-shows are forfeited lessons. If the teacher misses a lesson it will be made up, with flex time days (see Flex Weeks below) or with a tuition credit.

Bad Weather

I call it on the day of. Often, even if there is a snow day at school, the roads are fine by the afternoon; if this is the case, lessons will still be held. I may also schedule lessons for earlier in the day, when possible, if school has been cancelled and it is safe to travel. If lessons are cancelled for weather, the instructor may use some of her flex time as a makeup day. (See Flex Weeks below.)

Remember, a weekly lesson time for the school year is a purchase of teacher and studio time, prepared in advance to be free from interruptions and distractions, and reserved exclusively for students each week—that time slot remains committed to the student whether the student uses the time or not.

FLEX WEEKS

Included in the annual calendar are 3 flex weeks. A flex week is a week that I choose to use, if needed, in case of illness, personal time, vacation time (outside of the 5 public-school vacations), and snow days, at any time during the teaching year (September–August). This is time off that you are not being charged for and will not pay for as I will make sure that I am scheduled to teach 40 lessons in the year as outlined in this policy.

SUMMER QUARTER

The summer quarter is part of the teaching year (40 lessons): students are required to take 4 lessons to retain concepts learned during the school year and to avoid spending weeks in the Fall reviewing and getting back into shape. Students may take one lesson a week, 2 lessons back to back, for example a 1.5 hour lesson, or 2 in one week to complete a special challenge to be done in 2 or 3 days. I strive to make summer lessons different for those students who may wish to explore other music projects that we can't give our full attention to during the school year, such as working on composing, improvising, or working on one really challenging piece. *Should you opt to take the summer off, you will be moved to my waiting list as it is the same as ending lessons (signed contract is for 40 lessons), therefore I cannot guarantee a time slot for you in the Fall. If time slots remain, priority scheduling goes to those continuing through summer, new summer sign-ups, and students already on my waiting list. This policy applies to all students, no exceptions.*

ENDING LESSONS

Dismissal of Student by the Teacher

I reserve the right to terminate lessons with a student for any or all of the following reasons:

- Uncooperative or repeatedly disrespectful and/or disruptive behavior toward me during lessons.
- Lack of progress due to insufficient effort to practice minimally on a regular basis.
- Parents failing to meet payment obligations or other unresolvable conflicts.

Discontinuing of Lessons by the Student

Should you wish your child to discontinue lessons, it is my sincere hope you will make this decision thoughtfully with discussion between teacher, parent, and student so that lessons can end on a positive note with good closure. If you decide to discontinue lessons in the next quarter, one month's notice is required; if this is not received, one month's payment (equal to 4 lessons) is required in lieu of notice. This applies to *all* quarters in the annual calendar. If the student wishes to discontinue lessons in a current quarter, there is no refund. This policy is strictly enforced.

Please note that this policy is in accord with recommended professional policies of the Music Teachers National Association and the Massachusetts Music Teachers Association. Cape Ann Piano Studio and Julie Cleveland are released from any liabilities, accidents, or injuries that the enrolled student may incur when participating in piano lessons, piano parties or recitals, or local music teacher association events.

CAPE ANN PIANO STUDIO CONTRACT

All parents are required to sign below that they have read and agreed to all of the terms of this policy, as well as to the Tuition and Fees information. All students sign the contract to commit to being cooperative and respectful, paying careful attention to their assignments, and to follow as best they can a regular practice schedule.

Please return to me at the first lesson, and I will make a copy of this page and give it back to you at the second lesson. Please keep a copy for your records.

PARENTS: I have read and agree to the above Studio Policy/Tuition-Fees and wish to sign up

_____ for the 2018–2019 (September–August) teaching year.

Signature_____Date_____

STUDENT(S): I agree to follow all the rules that apply to me, pay careful attention to my assignments, and commit to a regular practice schedule.

Signature_____Date_____

“TECH” INFO Student Access, circle all that apply: PC Mac iPad iPhone/iPod Other:
Other info for me/Comments:

PERFORMANCES I would be interested in having my child participate in recitals sponsored by NSPTG (North Shore Piano Teachers Guild) yes no

Are you interested in hosting a group lesson/piano party in your home from time to time? yes no

PERMISSIONS Do you grant permission for Julie Cleveland to use clips of teaching/recital videos/photos to be used on CAPS website, Facebook business page, and CAPS YouTube channel for teaching purposes only? (No identifying information is ever used in postings of videos/photos.) yes no