

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 42 lesson weeks from September through August. No lessons are given during public-school vacation weeks. There are 5 “flex” weeks that may be used by the instructor (see Flex Weeks below) during the teaching year. The calendar will be posted on the website [here](#).

TUITION/FEES

Tuition is based on the yearly calendar; payments may be made in quarterly installments: 3 12-lesson-week quarters and 1-lesson-week quarter (Summer), or in 12 monthly payment installments, or annually (please contact me regarding annual payment). All payments, whether quarterly or monthly, cover the *year* of lessons. All students pay an annual registration fee of \$75 per family. Late fees are charged for late payments, including the registration fee, which holds your time slot for the year. (See Tuition/Fees form [here](#) for more information).

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 are posted via email at the start of the teaching year (September). Lesson Swap Sheets (see below) will also be distributed once the schedule is set and will also have the teaching hours listed.

*****If you cancel your lesson *on the day of your lesson, do not send me an email!* I often don't 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 Kathy doesn't walk in when I'm expecting Johnny!

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 anyway and I, or other students, might get sick. We can still do a check-in lesson 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 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, they are snow days in June, with day(s) determined by instructor.

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.

Time Slot Change

Should you need a permanent time slot change after it is set in the fall, please contact me. I cannot guarantee I can but I will try, it depends on availability. Note: it must be during my teaching hours (Tuition/Fees form [here](#) for hours).

“FLEX” WEEKS

Included in the annual calendar are 5 flex weeks for use by the instructor for illness/personal time/vacation during the teaching year (September–August). This is time off that you are not being charged for as I will make sure that I am scheduled to teach 42 lessons during the year as outlined in this policy.

SUMMER QUARTER

The summer quarter (6 lessons) is the quarterly payment (for those on the quarterly payment plan; monthly payments simply continue) of the teaching year (42 lessons): payment is due for summer during the second week of June and students should strive to take their 6 lessons to retain what they have learned and accomplished during the school year (and to avoid spending weeks in the fall reviewing and getting back into shape). If 6 weeks aren't available in student's schedules for lessons, examples of creative summer study include 2 lessons back to back for a 1.5 hour lesson, or two in one week to complete a special challenge to be done in 2 or 3 days. Students can also explore other music projects that we can't give our full attention to during the school year, such as composing, improvising, or working on one challenging piece.

*Should you opt to take the summer off, you will be moved to the waiting list **if summer quarterly/monthly installment(s) are not paid**. It is the same as ending lessons as signed contract is for 42 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.*

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 including summer. 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 North Shore Piano Teachers Guild and the Music Teachers National 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 reasonable and 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 and Tuition/Fees forms and wish to sign up _____ for the 2019–2020 (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 _____

HOME COMPUTER INFO Student Access, circle all that apply: PC Mac Laptop iPad iPhone/iPod
Other (GarageBand, etc.):

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

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