



## Lesson Policies

Welcome parents and students! Please read through the expectations and policies outlined below. A signed agreement will be required before the start of your first lesson. If you have any questions, please don't hesitate to contact us to clarify!

### Communication and Information

- We utilize your Student Portal Homepage as our primary communication avenue. Please bookmark your portal page on your computer and set up My Music Staff on your phone for easy access.
- Dates, addresses, instructions and specific info regarding any event will be posted in your student portal. Any information handed out at lessons or posted on the bulletin board regarding upcoming events will also be in your student portal. An occasional email/newsletter may go out, and it will direct you to your online student portal for details. *If you need assistance setting up your login for your student portal, please let us know.*
- Lesson cancellations should be handled through the student portal. If less than 24 hours prior to the lesson, you may send us a text or an email. However, please understand that if it is during lesson hours, *we may not see or respond to your message until your child's lesson time.*
- Schedule of makeup lessons should be handled through your student portal.
- Registration for special events will be handled through your student portal.
- ***It is the parents responsibility to keep up with information on upcoming events, lesson schedule, studio closures and special events through their Student Portal.***

### Sessions

- We generally follow the Williamson County Schools calendar for the major holidays - Winter (Christmas) Break, Thanksgiving, etc, and weather closures (but not always for weather.) No lessons are scheduled for those breaks and monthly tuition remains the same.
- Lessons run year round

### Curriculum

- For piano, we primarily use Faber Piano Adventures for our students; however we are familiar with many other series, including Bastien, Alfred, and the 'old school' John Thompson, David Glover and others. If you have a preferred method, we are happy to accommodate. Purchase of books is in addition to monthly tuition.
- For voice, we primarily use the Full Voice curriculum. In addition, we tailor repertoire to the desires and goals of the student. Any music/book purchases needed will be communicated to the parent and are in addition to monthly tuition.
- Our emphasis overall is on technic, sight/note reading and a good understanding of the theory of music. Our goal is to build a solid musical foundation in our students along with a love for all kinds of music.
- We also offer supplemental pieces and theory handouts for our students. If there is a cost associated with anything offered, it will be discussed with parents prior to including in their students lessons.
- Our students have the opportunity for evaluation in theory through the National Federation of Music Clubs and to participate in SSACC (Scales, Arpeggios, Cadences and Chords) evaluation through MAG (Music and Arts Guild.) Additional fees may be required and more information will be sent out as test dates approach.
- **Lending Library:** Items may be assigned and checked out from our lending library. If music from our library is checked out, it is your responsibility to care for and return the music/book in good condition. Lost/damaged books will be assessed a replacement fee.
- Students coming from another teacher may use the books already started, but may be asked to purchase additional books to supplement. We will find an appropriate transition point into another book series if needed and will discuss this timing with the parents.

- Every student learns differently, therefore the program may need to be tailored to fit your student's individual needs. These changes may involve the purchase of additional materials, and will be discussed with you the parent.
- *Each student is required to bring a standard sized 3 ring binder with 8 ½ x 11 in paper and three dividers: assignment sheets, theory handouts, music. This is to be brought to every lesson.*

### **Attendance and Timeliness**

- For your student to advance and gain confidence, lessons times are very important. Every attempt should be made to be at your scheduled lesson time, and to be on time.
- *Lesson times will not be extended due to tardiness.*

### **Tuition**

- Your monthly tuition for lessons is to reserve your lesson time on a monthly basis, it is not a 'per lesson' rate.
- Tuition is not pro-rated for missed lessons, short (or long) months, absences, weather cancellations or holidays. Please see Make up Lessons Policy for more information on missed lessons. The exception would be the very first month of taking lessons with us.
- Invoices are sent between the 25th and 28th of the month for the upcoming month. Tuition is due by the 1st lesson of the month. You will receive an invoice via email that can be paid online, or we accept cash and checks.
- Checks can be made out to: **Rich and Alison Stevens**
- **A late fee of \$25 will be charged for balances not paid by the first lesson of the month.**
- Returned checks will be charged an additional \$25 and we will no longer be able to take checks as payment on that account should that happen.
- Books and materials are to be purchased by the student/family, unless it is a special piece we have able to check out from our library.

### **Make Up Lesson Policy**

- All lesson cancellations are to be made through your student portal
- We offer one (1) makeup lesson per month
- In order to receive a make up lesson, cancellations must have at least 24 hour notice.
- Make up lessons are also scheduled through the student portal, and can be scheduled at the same time you cancel a lesson.
- If your child is sick (ie fever, nausea, vomiting, etc) please do not bring them to their lesson.
- Emergency cancellations will be considered on a case by case basis
- Makeup lessons are not offered for holidays/holiday periods we are closed or inclement weather cancellations.

### **General Information**

- Your student will have a primary teacher, either Miss Alison or Mr. Rich. However, we do have a team teaching approach, and should one of us need to be gone for a rehearsal or is ill, the other will fill in for the lesson. We will try to notify students ahead of time when this is necessary.
- Since we are active musicians and do travel from time to time, if our travel schedule interferes with our lesson schedule, students will be notified well in advance and make up days will be scheduled. We make every effort to build any travel around our lesson schedule and hopefully this won't happen.

Rich and Alison Stevens

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