

LESSONS-

- Lessons are typically held weekly following the yearly calendar that is published on the studio website. *(See Registration form for more details on lesson options)* Please be on time for your lesson and when picking up your child. If your lesson is from 4:00pm-5:00pm and you come at 4:15, the lesson will still end at 5:00pm. This insures that none of my lessons will run behind. Please do not arrive more than a few min. before your lesson time or pick your child up more than 5 min. late.
- Group classes are held at least 3 times a year and will be served as free bonus lessons. The bonus group class may serve as "make-ups" for those unavoidable occasions when a student or, rarely, the teacher must miss a lesson. Students with perfect attendance may consider these as a bonus.
- Piano lab will be a variety of technique, theory, rhythm and ear training skills, music appreciation as well as composition. Students are expected to respect all studio property and to use equipment carefully. If a student does not respect the property in the lab, their use of the lab will be discontinued and you will be charge replacement cost of intentionally broken items. Normal wear is expected.
- Students are expected to continue lessons in the summer months and participate in Piano Camp Workshops. Students, who do not continue lessons in the summer or participate in Piano Workshops, will be added to the bottom of the studio waiting list. *However*, if you wish to hold your spot, you may continue to pay the monthly piano fee during that time. Piano Camp Workshops are held in December and during the summer. There are no regular lessons when workshops are held during those two months. December's workshop is considered when tuition for the year is totaled and divided. It is the same tuition fee schedule you normally have during the year.

TUITION-

- Tuition is based on a 10-month period (Aug-May) and divided into monthly payment installments that can be paid with different payment options listed on the registration form. The studio runs much like a private school; Tuition remains the same each month and is based on enrollment, not attendance reserving your child's exclusive lesson time throughout the piano year, whether he/she attends lessons or not. (I can't teach another student when a student misses a lesson without replacing the student altogether.) Semester payments receive a tuition discount! TUITION INCLUDES ALL CORE MUSIC needed each semester.
- A commitment for a **minimum of 1 semester** (5 months) is required with a one-month written and paid notice before the semester ends should you decide to discontinue lessons. (Fall Semester: Aug-Dec; Spring Semester: Jan-May) Tuition does not change regardless of the actual number of lessons per month. *(See yearly calendar)* This policy covers both semesters for the school year. If you begin in the fall semester, re-registration in the spring is not necessary. It will be assumed that both Fall and Spring semesters will be taken unless I receive your one month notice before semester end. Re-registration for the following year is done every spring and due by May 1st. In order to hold your spot for the Fall, each student must participate in the summer course OR pay the equivalent of such.
- Tuition is due by the 1st of each month. Checks payable to "Foxx Piano Studio". There is a **3-day grace period** to turn in tuition without penalty. If you are more than 3 days late, a \$20.00 per student late penalty will be added to your invoice. If full payment, including the late fee, is not received by the 7th of the month, lessons will be suspended. If you are late with tuition payments more than twice, you will be asked to pay the full semester's tuition in advance. There is a \$35.00 fee for bounced checks. Payment must be paid in cash before the next lesson.
- A **Non-Refundable \$100.00** Studio Fee per student is required for each academic year or whenever you begin piano lessons. The Studio Fee enables the studio to provide students with loaner music, incentives and rewards throughout the year, defrays substantial costs for the spring recital including awards. In addition, theory games, lab materials and upkeep, music library materials, as well as the initial cost of lesson materials (assignment book, first book of the year, binder, supplemental binder music, etc.).

ATTENDANCE-

- A student who does not attend a lesson will simply miss the benefit of that lesson. Your tuition reserves you a weekly time slot and benefits within the studio. There will not be any make-up lessons when cancelled by the student; however keep in mind there are up to 3 bonus lessons scheduled throughout the year. You may refer to the student roster exchange list to swap lesson times with someone in case of illness or vacation; or you may take advantage of the **Skype/Facetime or Practice Video option**. (Ask for more info). **Please inform me of any changes**. Should 2 people arrive at once, I will teach the one whose lesson is normally at that time. Please inform me if you do not wish to have your name included on the exchange list. If you cannot attend please let me know or I will worry. If I must miss a lesson I will call and reschedule with you or in rare occasions use the bonus lesson.

DISCONTINUING LESSONS-

- Every student stops taking lessons at some point. Please make this decision thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. Because tuition includes much more than the reserved lesson time the studio **requires a one-month written and paid notice before the semester ends**. The student must finish the remainder of the semester paid in full or forego any unused lessons, as there is no refund given. (ie: Fall Semester: one month notice by Dec. 1st; Spring Semester: one month notice by May 1st) If appropriate, a parent/student teacher conference may be scheduled before the last lesson to establish if this might be a temporary setback that can be resolved.

DISMISSAL & TERMINATION- Should any of the following situations occur after parental notification have been made along with time provided to correct the situation, dismissal will result:

- Failure to make payments promptly.
- Failure to maintain practice standards.
- Persistent unexcused absences or tardiness.
- Failure to honor studio policies.
- Repeated neglect on the student's part to take responsibility for bringing materials, following assignment & practice directions.
- Inappropriate or disrespectful behavior, theft, and/or misbehavior in my home.

PRACTICING-

- Students are required to complete their assignments each week. Daily practice is vital to musical progress. If you treat piano lessons like an academic subject, students will progress and grow and enjoy it more in the long run. Students are encouraged to keep a practice record, and to work toward musical goals rather than simply counting minutes. The study of music is rewarding and enjoyable, but it is also work! The recommended amount of practice time will be discussed with the student, and should be practiced at least 5 days a week. However, in my studio I stress quality practicing more than quantity practicing. To help with this, I also give some fun ideas that help with quality practicing through "practice games." Encourage your child to use the practice games. Your child will receive a practice record, which is to be maintained by the student and signed by the parent each week. Remember, "You get out of it what you put into it." Unprepared lessons cost the same as prepared ones but their value is substantially compromised.

Important note: Sometime during the course of taking piano lessons, your child may say something like, "I don't want to practice," or "I'm too tired to go to piano lessons," or "I don't want to go- I want to play with my friends," "I want to quit," etc... Just be aware that your child's interest will probably not be consistent; but to be successful, you will need to be consistent in your encouragement and commitment to music instruction. In most cases, simply acknowledge your child's comments, but then go on with your normal routine just as you would if you heard the comment, "I don't want to brush my teeth," "I don't want to stop playing with my toys," or "I don't want to go to bed."

MISC...

- Email or text is the best and preferred way to reach me. If you need to cancel a lesson at the last minute, please text. I check my email several times a day. I let the voicemail take calls during lessons.
- Any borrowed music from the music library that is not returned or is returned damaged will be charged to the student at its replacement cost.
- Be certain your piano is tuned and in good condition. It is very discouraging to play on an out-of-tune instrument. Putting off tuning is not cost effective; a piano, which is very out of tune, will most likely require several tunings over a period of weeks or months to bring it back to pitch. I can recommend tuners/technicians. If your child is starting on a keyboard it must be touch sensitive, have a pedal, and have at least 61 keys or more. Please be aware that this will only get them through the first year, maybe two. An electronic keyboard severely limits the technical and musical skills a student can practice on at home. After that you will want/need to invest in either a full size- 88 key acoustic piano or a good digital piano with weighted keys to get the full benefit of piano lessons.
- I expect students to have washed their hands thoroughly at home or when they get here. Long fingernails preclude the development of good piano technique, so please be sure they are trimmed no longer than the end of the finger! This is necessary preparation for every lesson. If they are too long, we may use the lesson time to study theory. (A basketball player wouldn't play in high heels!)
- Foxx Piano Studio and Jennifer Foxx are released from any liabilities, accidents or injuries that may incur from the enrolled student with the participation of piano lessons, group classes, piano parties or piano events.
- During student and group gatherings and performances the teacher reserves the right to use video recording or to take photographs of students for use in the studio scrapbook, advertising materials, lesson demonstration and studio websites/platforms. Photos taken by the teacher OR that are shared with the teacher by other parents or students of gatherings or performances become the property of the studio and can be used at the discretion of the teacher in regards to the studio. The studio follows online safety rules in this matter.

MY RESPONSIBILITY-

- My responsibility to the student is to provide an atmosphere for learning and a well-balanced musical education. Professional standards will be maintained and definite goals will be established for each student. It is my goal to give your child the best possible music education. I belong to professional organizations, attend workshops and educational programs, subscribe to professional publications, and engage in other activities on a continuing basis in order to provide opportunities for professional growth and enhance my own teaching skills.

Jennifer Foxx Cell: 623-692-8593 Email: jennifer@foxxpianostudio.com

Jennifer is an active Member of the ASMTA, PMTA & MTNA; TVMTA and PMTA Past President