



Studio Policy

This policy has evolved from 17 years of my private teaching experience and other musical institutions of USA and worldwide.

Attendance

- Lesson's regular attendance is very important to ensure student success.
- Students must arrive for their scheduled lesson on time and be picked up immediately after the lesson. If student arrives late, time will not be taken from the following student's lesson to accommodate late arrivals. No makeup lessons will be given for late arrival. No tuition deductions will be made for missed time due to late arrival.
- Students are expected to bring all necessary music and materials to the lesson. Students should have a mindset to learn, **MUST** have the capacity to pay attention to teacher's instructions and be engaged for the entire duration of the lesson.
- Proper hygiene especially of the hands is expected. Students must wash their hands immediately before their lesson or use the sanitizer provided in the studio. Shortly trimmed nails are a must. Piano keys can be a medium for communicable diseases: simple cleanliness and personal hygiene on everyone's part can help reduce disease transmission. Girls should have their hair pulled up and away from the face, as that maybe a distraction.
- It is strongly advised **NOT** to come to the lesson if you are ill. Not well enough to attend school means not well enough for a piano lesson.

Practice guidance and expectations

- In order to progress satisfactorily, **daily quality practice** is necessary and required. Students should practice each day for the length of their lesson.
- Detailed assignments for each piece will be written weekly in student's notebook. To help your child develop self-discipline and good practice habits, schedule a regular time for practice each day. The practice session can be done all at once or divided into two or more sessions. Younger children especially need help with their practicing.
- The practice environment should be treated as a studying place free from interruptions (family, friends, TV, phone, tablet, computer, etc.). Parents support and cooperation is a must for a child's musical growth.



Materials

- At the first consultation, students will be given a list of needed books and materials to purchase. Books and materials can be purchased at a number of music stores around Houston area such as AMCMusic.net, RickValentineMusic.com, as well as on multitude of online stores such as Amazon.com and SheetMusicPlus.com. Occasionally book can be purchased by teacher. The full price reimbursement expected.
- Students are recommended to use a canvas tote bag to carry books to and from lessons.
- Assignment notebooks - to receive weekly written guidance.
- Metronome - Students must have access to a working metronome during home practice. You may choose a mechanical or digital metronome. We suggest to purchase a separate metronome at a music store or online, new or used; we recommend the Boss DB-30C Dr. Beat Metronome available on Amazon.com for approximately \$35 new. There are also metronome “apps” available for cell phones and tablets.

Piano

- Home environment should include a satisfactory, playable acoustic piano. Despite technological advancements in recent years, even the best of digital pianos fail to accurately replicate the wonderful feel and sound of the real thing! The good news is that acoustic pianos hold their value better than digital pianos do, so they are usually quite a worthwhile investment even when buying used.
- Regular tuning is crucial to the development of the student's aural ear so that the student is hearing the proper pitches of each note on the piano. The instrument should be tuned at least once a year. Ask your piano technician to check the functions of all pedals and keys. Practicing a fine, tuned instrument with even tone and consistent key action is necessary for students of all levels.

Performance opportunities

- During the year, several performing opportunities are made available to qualified students. These events provide pupils with further incentive to practice and excel and can have a positive effect on a student's sense of accomplishment. Student's participation will be based upon the recommendation of the teacher and the agreement of the parent, all of which will be handled on an individual basis.

Parental Responsibilities

- Encourage progress! Many small steps throughout the year yield great results. 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."

- Parents are welcome and encouraged to attend lessons at any time, but **SHOULD NOT** interfere in the process of the lesson no matter how well intended it may be.
- Please don't hesitate to communicate with the teacher any questions or concerns you may have about your child's progress. Communication with parents is vital to a child's progress. Please feel free to chat with your instructor during the lesson time. Your instructor will generally allot a few minutes at the beginning of each lesson to communicate with the Parent. We ask that you please keep in mind that we are not available beyond your scheduled time, so as not to impede on the lesson time of the next student. If you would like to discuss anything beyond, please feel free to email your teacher, or call and leave a message.

Email Communications & Website

- The Studio uses email as its primary method of communication. Please ensure that we have your most current email address on file at all times. Parents will be responsible for the information that is sent via email, so please make an effort to check regularly and read emails in their entirety. If you do not have an email address or access to the internet at your home, please inform the academy to make a note on your file so that adjustments can be made to accommodate. The Academy also uses its website as a primary method of communication. Please make sure that you check it often, as parents will be responsible for the information that it contains. Our web address is www.tuneinmusicacademy.com.

Studio Etiquette and Procedure

- The studio is a part of the private residence and must be regarded and respected as such. Please remove your shoes when you enter the studio. You may bring a clean pair of socks to wear in the studio.
- **No food or drinks (except bottled water) is allowed in the studio!**
- During a child's lesson parents are free to stay in the waiting area, or leave the studio for a quick errand. We do ask, however, that parents do not leave their other children unattended while they leave the studio, or when they sit in the studio room to observe. Please clean up after yourselves and/ or your children before leaving the studio.



- **PARKING** - All long-term parking is along the street only, either side is acceptable. The driveway is off limits to all vehicles and is not to be used to head in/back out for turnaround purposes. **At no time is prolonged parking in the driveway permitted.** Please **do not** use any of the neighbors' driveways for any reason.

Teacher's responsibilities

Teacher's 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 teacher's goal to give your child the best possible music education.

Please contact Tune In Music Academy if you need us to address any questions or concerns about this policy before you sign it. Please return signed copy before the first week of lessons.

I acknowledge that I have read through Studio Policy contents to familiarize myself with the policies of Tune In Music Academy. I realize that, in doing so, I agree to uphold and abide by the Studio Policies.

Student Signature _____

Parent Signature _____

Date _____