

Piano Teaching Policy
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Payment

Lesson rates are \$230 per trimester, (\$210 if multiple family members) due

April 1st	for April, May, and June
September 1st	for September, October, November, and December
January 1 st	for January, February, and March

If this is difficult for you, please let me know and a payment plan may be used-- but please understand payment is a tuition, not per lesson. If beginning lessons during a trimester, the rate will be adjusted accordingly.

*A \$20 late fee will be charged if payment is made after the 7th of the month. No lessons July-August unless you request them and pay in advance.

Holidays-- No Lessons-- are

Labor Day
Thanksgiving
Christmas Eve and Christmas Day
New Year's Eve and New Year's Day
Memorial Day

Make-up Lessons

Please notify me as soon as possible if you will be absent from a lesson. My cell phone is **717-515-1037**. I will make up a missed lesson (during the current week only) if at all possible with my schedule. In the event of snow cancelations, or if I am sick, there will be a group make-up lesson. Please understand that I do not intend to be unfair, but that this is my main income. I do not receive holiday or sick or vacation pay. :)

Arrival/ Departure

Students who arrive late will still be expected to leave 30 minutes after their originally scheduled lesson time (i.e. Lesson 5:00-5:30, arrive 5:10, will still depart 5:30).
Pick-up and drop off: Parents may wait outside in the car or come in to retrieve or leave their child. All students must be picked up on time.

Lesson time (applying to all students, but especially children)

Do not bring, or be eating when you come, candy, gum, or any other food or drink. Keep fingernails short at all times during the week to ensure proper practice. Ensure that hands are clean before you come, especially fingernails. If your shoes are dirty, for example in the winter with melted snow and dirt, please leave them at the door or bring another pair to slip into. Reminder---Be careful on the stairs!! Please use the front door during icy weather. Food and drink is allowed in the waiting room. Only the teacher may have a drink (preferably with a cap) in the studio for voice purposes.

There will be a **group piano lesson time** approx. every other month for one hour. This will be in place of, not in addition to, the regular weekly lesson. You will be notified of the dates and times. I will divide each group (when necessary) into 5th grade and up, and 4th grade and down, with planned activities for each. The waiting area will not be available during the group lessons. There will be activities such as:

Each student playing a song(s) for everyone
Group musical games, such as Music Bingo
A Lesson from me on a composer or some musical topic
Music themed arts and crafts
Prizes
Possible video segment
Snack at the end, the last 10 minutes (parents are welcome to join at this point)

Your cooperation with this policy will be greatly appreciated. You will be notified of any future revisions.

Signature:

Bring to lessons:

Music books

Notebook to write assignments in

Flashcards

Metronome