

CACTUS KEYS STUDIO POLICIES 2019

Please note that Cactus Keys Piano Studio Policies are in accord with recommended professional policies of the Music Teacher's Association.

- Tuition and fees take into consideration that I must provide all of my insurance, retirement, social security and continuing education as well as bear the expense of equipping and maintaining my studio, instruments, libraries and supplies.
- They also take into consideration that I spend **many** hours in planning, study, scheduling, phone calls, emails, bookkeeping and organizing studio related responsibilities in addition to actual lesson time.

Teaching is my profession, my business and my art. These studio policies give me the time and financial security to devote most of my energy to the creative act of sharing music with people.

Please note: **Failure by the school to enforce one or more terms of the policy does not waive the right of Cactus Keys Piano Studio to enforce any other terms of the policy.**

LENGTH AND SIZE OF CLASSES

Piano classes are 1 hour long and have up to seven students in a class, although the average is five. Each student has the use of digital keyboard. Students are placed according to age and ability. *Students may be asked to move to another class to better suit his or her ability.*

LENGTH OF COURSE

The Semester Piano Course is structured into a course of 16, guaranteed hour long lessons plus at least 1 performance or recital. There will be at least 3 break weeks in the semester, to be announced. These weeks will be announced and won't necessarily be scheduled on the calendar.

The majority of lessons will be group lessons, however there will be certain weeks in every semester that will either mini - group recital rehearsal practices or private recital rehearsal practices; dependant on circumstances and need. These count as a lesson! There may be a special weekend workshop scheduled from time to time. **Also, if an extra performance is scheduled during the semester, that will count as a lesson.**

Please note, you are not paying for 4 lessons a month, but 16 lessons spread across the semester. Tuition during the school year is the same amount each month, regardless of holiday schedule. Please bear in mind that some months contain an extra week for which there is no additional charge. When there are 5 weeks of lessons in a month I do not charge more. When there are 2-3 lessons per month, due to vacation weeks, I do not charge less. **The tuition is divided evenly among the 5 months to make tuition arrangements easier.** Classes begin in August and end with the recital in December. New classes may begin on the first day of any month if space is available. Tuition for these classes is prorated.

COMPLETION OF COURSE

If a student chooses to discontinue lessons before the completion of the course, notification must be made in writing and payment must be made through the end of the month in which the student wishes to terminate attendance. In other words, students who decide to discontinue lessons must give a 30 day notice in writing with full tuition paid to the end of the month.

If you wish to take a leave of absence full tuition will still be required each month to retain your child's space in the class.

BREAKS AND HOLIDAYS

The studio will observe certain holidays and breaks. Please see the calendar for dates. Please note: The breaks weeks listed on the calendar are subject to change. You will be notified by email in advance. Parents will be notified of these break weeks via email and reminders sent home with the students. The teacher will give as much advance notification as possible for changes of the break weeks. The studio reserves the right to end the semester early if any of the break weeks have not been taken and the 16 lesson schedule has been met. **Please note, you are not paying for 4 lessons a month, but 16 lessons spread across the semester.**

CHANGES IN CLASS TIME OR DAY

It may be necessary for your child's class time and or day to be changed. These changes are rare but can occur for a variety of reasons including but not limited to: under enrollment (two smaller classes may need to be combined to keep them cost effective and more fun for the students); scheduling changes of multiple students in one class; changes to the teachers schedule, etc. If a change needs to be made to your child's class time, notice will be given and the time will be agreed upon. If for some reason your child cannot make the new class time and cannot be placed in another class, a percentage of the first payment will be refunded.

SUBSTITUTIONS

The studio reserves the right to provide a substitute teacher if Ms. Lisa is ill or unable to teach class.

ATTENDANCE, PUNCTUALITY AND PICKING UP

No make up classes will be provided except in the case of teacher illness. If your child is absent, **you are welcome to call the studio and arrange to have your child attend another class of that level already scheduled if it is available.**

If a student must miss a lesson and can't come to the studio to attend a similar class, it is their responsibility to call for that week's assignment in order to maintain progress with the class.

Students are expected to show up on time for class. It is extremely disruptive when a student consistently shows up late. **Please try to be at least 5 minutes early** for each lesson to avoid a late,

disruptive entrance. Class starts promptly and if a student arrives late I cannot go back and cover what has been done during the time the student was not there, nor can I hold the other class members up waiting for someone to arrive. Of course, there are occasional emergencies. However, if an obvious pattern is noted the teacher may regrettably have to dismiss a student. Parents must be responsible for picking students up on time. Please arrive at least 5 minutes before the end of the students class time to insure that the student is not left waiting. ***Under no circumstances will students be allowed to wait outside the studio for parents to arrive. All students must wait inside.***

EXTRA HELP OR LESSON TIME

If your child is in need of extra help due to them being away from lessons, or falling behind, **the teacher reserves the right to charge for extra private lesson time.** The time deemed necessary is at her discretion and will be at a rate of \$20.00 per half hour.

Tuition:

- **Registration Fee of \$25 which goes towards administrative costs and materials.**
- **August - December = 5 equal monthly payments of \$115.00**

All monthly payments are due by the 5th of each month. If the first lesson is missed the payment is still due. No monthly invoices will be mailed.

PAYING TUITION THROUGH THE WEBSITE

The Registration Fee and tuition payments can be made at cactuskeys.com through PayPal. A fee of .30 plus around 2.9% will be added to the payments as PayPal charges me a fee (a percentage of the transaction amount) every time someone uses my account to pay. PayPal is the safer, easier way to pay and get paid online. The service allows anyone to pay in any way they prefer, including through credit cards, bank accounts, buyer credit or account balances, without sharing financial information. (Ebay is a big user of PayPal)

LATE PAYMENT PENALTY

There will be a late fee of \$5.00 charged if complete payment (including payment for fees and books due) is not received by the seventh of the month. *This policy will be strictly enforced.*

There will not be any refunds given for any missed or canceled lessons.

COURSE MATERIALS

The materials used in the course are carefully selected and are handed out as necessary. I use music from a variety of sources rather than just a book method, so to tailor lessons to concepts and or specific piano technique.

Books will be used during the year in addition to the materials I hand out. Most often book are topical and are geared towards holidays or recitals.

The books used for the course cost differ. A materials fee of \$10.00 will be added to the price of the book and will be added to October's Tuition.

