

POLICIES AND PROCEDURES 2024-2025

1. PLEASE BE SURE that it is understood that you or your child is signing up for a full school year of lessons. Stopping and starting according to whims is not an option. In the spring each child is encouraged to evaluate with their family whether or not piano lessons will be included in their schedule for the following year. In the event of an extreme problem, I expect two weeks notice and a conference before cancellation.
2. A non-refundable \$100 tuition deposit per student is due 6 weeks before the start of the fall, spring, and summer semesters. The deposit counts towards tuition and the remainder must be paid when due.
3. **Tuition must be paid in full before the fall, spring, and summer semesters.** The fall semester is September through January, the spring semester is February through the third week in June, and the summer semester is the fourth week in June through the week before Labor Day. **Payment is due in advance before the deadline. A fee of \$25 will be charged for late payment.** Unused lessons are not deductible from the tuition. All lessons that fall on major holidays will be rescheduled.
4. A registration fee of \$35 per student or \$50 per family is due upon registration, which is used to cover the cost of materials used during the year.
5. Regular lessons are available in the summer semester and are strongly encouraged to prevent losing the skill-level the student has reached during the prior year. Registration for a minimum of four summer lessons is required to hold your lesson time for the next school year.
6. **Cancellation of a lesson must be made 24 hours prior to the lesson and must be made by a parent or guardian.** If this notification is given, we can schedule a make-up lesson only if an opening is available. If a lesson is missed and notification has not been given to me 24 hours before the lesson, there will be no make-up lesson. For students who arrive late for their piano lesson I will wait for 10 minutes. After 10 minutes, if I do not receive a text or phone call the lesson is considered forgotten.
7. Please have a good reason for missing your piano lesson. Tiredness, lack of practice, and last-minute outings are not excuses for canceling lessons. Regular lessons are necessary to promote and motivate better practice habits, and to ensure continued skill development. Please understand that make-up lessons will only be available on a limited basis.
8. Reasonable practice is necessary to maintain progress. Set up a daily practice time, which the entire family respects. In most households, it is best if this is a regular time each day, and at a time when the student will not be interrupted. Parents may be required to assist very young children with their practice. Minimum daily practice is 30 minutes for beginner, 45 minutes for intermediate, and one hour for advanced students. Students studying another instrument may reduce their practice time by one-third. Please strive for six days of practice, an IMPORTANT HABIT to establish.
9. Students should arrive on time for their lesson, bringing the necessary music.
10. Keep your piano in tune and in good playing condition. A bench of the proper height is important. A metronome is required.

11. Please make sure the students nails are clipped short. It is impossible to play with a good hand position if the nails are long.
12. I offer opportunities for my students to participate in various programs sponsored by the Minnesota Music Teachers' Association. These include the annual state piano solo contest, theory and piano exams, sight playing exams, music bridges, original composition contest, and the ensemble festival.
13. I also offer opportunities for students to participate in recitals sponsored by the St Paul Piano Teachers Association and the Minneapolis Music Teachers Forum.
14. I hold my own Halloween, Holiday and summer studio recitals.
15. Studio Class will be held 2 times year. Attendance is encouraged. They provide a fun, informal atmosphere where students can meet and perform in front of each other. Treats are provided!
16. Out of respect for my family, please park in the street whenever possible on either side of our driveway facing the house (please see the additional parking note), and please refrain from letting your children play in the back yard.
17. I reserve the right to drop a student, after consultation with the parents, when the welfare of the child would make this advisable.

ADDITIONAL POST PANDEMIC POLICIES AND PROCEDURES 2024-2025

18. **Virtual lessons have worked so well that I will be offering them indefinitely!** This will allow for students to come when they are exposed to sickness, feeling under the weather, on vacations, staying with relatives or just too busy to drive to the Studio. Many families have been so happy with them that they are opting to continue with Skype lessons. There is no difference in the quality of the instruction.
19. There will be no breaks scheduled between the in-person lessons. **Students should arrive a couple minutes early to wash their hands before lessons so that we can start lessons on time.** Students are expected to exit the Studio immediately following their lesson.
20. **If the student has ANY cold, flu, GI or allergy symptoms, even if they are mild, please let me know and take a Skype lesson instead.**

Thank you,

Elizabeth Evans Richter, NCTM