

POLICIES AND PROCEDURES 2012-2013

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. At the end of the year, each child is encouraged to evaluate with their family to determine whether or not piano lessons will be included in their schedule for the following year. Summer lessons are available and are strongly encouraged to prevent losing the skill-level the student has reached during the prior year. In the event of an extreme problem, I expect two weeks notice and a conference before cancellation.*
2. ***Tuition is due the first week of the month.*** *Please make payments on time, to assure me the same economic stability of other professional members of the community. Tuition must be paid in full each month. Unused lessons are not deductible from the tuition. If a student misses a piano lesson the first week of the month, payment should be made within three days of that lesson by mail or in person. Due to problems in the past, there will be a late fee of \$10.00 if payment is not received the first week of the month.*
3. *A library fee of \$20 per student or \$30 per family is due upon registration, which is used to cover the cost of materials used during the year.*
4. *Registration for a minimum of four summer lessons is required to hold your lesson time for the next school year.*
5. ***Cancellation of a lesson must be made 24 hours prior to the lesson.*** *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.*
6. *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.*
7. *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.*
8. *Students should arrive on time for their lesson, bringing the necessary music.*
9. *Keep the piano in tune and in good playing condition. A bench of the proper height is important. A metronome is strongly recommended.*
10. *Please make sure the students nails are clipped short. It is impossible to play with a good hand position if the nails are long.*
11. *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, Musical Bridges, original composition contest, and the ensemble festival.*
12. *I also offer opportunities for students to participate in recitals sponsored by the St Paul Piano Teachers Association and the Minneapolis Music Teachers Forum.*
13. *I hold my own Christmas and summer studio recitals. Dress rehearsals are a necessary part of preparing for the recital. All students are expected to attend. Please mark your calendar when the newsletter comes out. If there is an unavoidable conflict with the rehearsal, please let me know ahead of time.*
14. *Piano parties will be held once a month on a Saturday afternoon. Attendance is encouraged. They provide a fun, informal atmosphere where students can meet and perform in front of each other. Treats are provided!*
15. *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.*
16. *I reserve the right to drop a student, after consultation with the parents, when the welfare of the child would make this advisable.*

Thank you,

Elizabeth Evans Richter, NCTM