

The Piano Studio of Joy Morin

Joy Morin, MM | 616.250.0704 | joymorinpiano@gmail.com | pianostudio.joymorin.com

2011-12 Policies & Procedures

Please initial each section, sign/date at the end, and return this form to the teacher. By signing this policies agreement, you agree to respect and abide by the studio policies.

_____ **General Information** | Weekly private lessons are offered in 30, 45, or 60-minute sessions, depending on the student's age/level. Weekly Piano Readiness Classes are also offered to young beginners (ages 4-5) in 50-minute sessions.

_____ **At The Studio** | Students are expected to arrive for lessons in a timely manner, with all required materials and music. Parents and siblings may quietly peruse the waiting area in the living room, wait in their vehicle in the driveway, or run errands so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with the teacher during the first five minutes of the student's lesson -- but not afterwards, in order to respect the next student's time slot.

_____ **Practice and Instrument** | Private students are expected to practice daily on a well-maintained acoustic piano. Acoustic pianos should be tuned twice a year.

_____ **Materials** | Students are recommended to use a canvas tote bag to carry books to and from lessons. The student will be given an assignment notebook at their first lesson, which will be used keep track of assigned pieces and practice suggestions/goals for each week. The teacher will obtain all needed books and materials for the student. The annual \$60 non-refundable registration fee is usually enough to cover the cost of books and materials for the whole year for most students; however, if it is not enough the student/parent is expected to cover the additional costs.

_____ **Calendar and Schedule** | The annual tuition rate covers 44 weekly private lessons as well as approximately 9 monthly Studio Classes, occasional studio outings, recital expenses, and more. The teacher does not teach during the week of Thanksgiving, the week of Christmas, the week prior to Christmas, and two weeks in August (13-24). The other unpaid 3 weeks of the year are reserved for the teacher to take off from lessons as needed for extreme illness, teacher conference attendance, or teacher vacations (with advanced notice). If the teacher chooses not to use all 3, the student benefits by receiving those lessons free.

_____ **Tuition and Payment** | Tuition will be paid in one of two methods of payment:

- (1) In equal monthly installments. Payments are due on the 1st of each month and no invoice will be provided.
- (2) In two large, equal installments. Payments are due August 1st and April 1st.

The current annual tuition rates are as follows:

	Annual Rate	Monthly Payments	Semesterly Payments
30-Minute Weekly Lessons:	\$1260	\$105	\$630
45-Minute Weekly Lessons:	\$1890	\$157.50	\$945
60-Minute Weekly Lessons:	\$2520	\$210	\$1260
50-Minute Weekly "Piano Readiness" Classes:	\$900	\$75	\$450

Payments may be mailed (postmarked by the 1st) or given to the teacher at a lesson. Late payments will incur a late fee of \$1 for each day late. The teacher reserves the right to raise fees at the beginning of each new academic year.

_____ **Summer Months** | During the summer months (June 4th through August 10), private students are still required to practice and take lessons; however, they will be provided with two options:

1. Students may participate in monthly summer camps while taking 5 lessons scheduled approximately every other week around the student's family vacations. Themes for the summer camps vary each year. Possible themes may include a Music Theory Boot Camp, Musical Olympics, Composition Workshop, and Music History Blast From The Past. Each monthly camp is comprised of 2-hour sessions over 3-5 days. Class sizes are generally 3-6 students.
2. Or, students may continue weekly lessons (10 in total) as normal. Students who choose this option may certainly also participate in summer camps for a nominal fee.

Not only does the teacher feel strongly about continuing the student's musical education throughout the summer months, but the teacher's livelihood depends upon a regular income throughout the summer months because the tuition rate has been determined based on a 12-month calendar. For these reasons, if a student fails to observe this policy by refusing to continue through the summer, the student unfortunately cannot be guaranteed a spot in the studio in the fall. All students will receive a two-week break from lessons August 13-24.

_____ **Makeup Lessons** | Due to the teacher's limited availability, makeup lessons cannot be guaranteed. However, if an absence arises due to unforeseen situations such as an accident or family emergency and if the student indicates a desire for a makeup lesson, the teacher will make an effort to accommodate a makeup. Please be courteous to the teacher and fellow students by notifying the teacher at least 24 hours in advance regarding any known upcoming absences. If the roads are impassible due to weather or a student is contagiously ill but feels well enough to play, having a lesson via Skype is a viable option for that week.

_____ **Discontinuing Lessons** | Every student stops taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. For this reason, the teacher requires one month's notice in writing prior to discontinuing lessons. If one month's notice is not given, the student is responsible for the following month's tuition. Note: At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

_____ **Parent Participation** | Parents are encouraged to be supportive and active participants in practice at home. Parents are also encouraged to attend and quietly observe lessons approximately once a month.

_____ **Studio Events** | Each year, the studio schedules a number of exciting events for private students and their parents. All of these events are provided at no extra cost, with the exception of the optional theory/performance evaluations.

- **Studio Classes:** Monthly Studio Classes are provided for private students of similar ages/levels to promote student camaraderie and to reinforce concepts taught during private lessons. Studio Classes typically include a theory segment, history segment, and a performance segment. With young private students, music & movement activities are also

frequently included. With adult private students, there is a focus on piano literature history and repertoire performance in a relaxed environment.

- Studio Recitals: Performing in a formal recital setting is an exciting opportunity for students to showcase their hard work and improvement over the year in the presence of their family and friends. The recital is held during the spring (usually in March or April) each year.
- Studio Outings: Throughout the year, studio outings are organized including trips to hear public solo piano performances, orchestra concerts, and other performances. These outings are provided at no additional cost to the student. Parents are encouraged to accompany as drivers/chaperones and enjoy the music.
- Examinations: Students are welcome to participate in theory examinations and/or performance evaluations through the Ohio MTA's program of choice, "The Achievement Program" sponsored by the Royal Conservatory and Carnegie Hall. These opportunities require additional entry fees.
- Summer Music Camps | During the summer months, 5-day camps are offered each month with a variety of topics/themes to choose from. Participation is not limited to Joy's private students, so invite your friends - no matter which instrument they play!

_____ **Communication** | There are many great ways to stay informed regarding studio news and events!

- Monthly Studio Newsletters: Please watch for monthly studio newsletters and other occasional emails, which will arrive in your email inbox. Newsletters feature practice tips, recognize student achievements, and announce the dates of studio events.
- Studio Website: Visit pianostudio.joymorin.com to find teacher contact information, current studio policies and procedures, the studio calendar, archives of previous monthly studio newsletters, and much more.
- Facebook Page: Students and parents are welcome to join the studio's facebook page (facebook.com/pages/Joy-Morin-pianist-and-teacher/129921547053216). "Liking" this page allows students to interact with the teacher and other students while maintaining the privacy of each student's facebook profile.
- YouTube Channel: Visit youtube.com/user/jmpianoful to view videos of student performances. Student videos posted *only with written student and parental permission*. These YouTube videos are often shared on the facebook page and featured on the studio website.

The best way to contact the teacher is via email, which will be promptly returned with an email reply or phone call. Phone calls are also welcome, especially on weekdays between 10am and 1pm. The teacher welcomes emails or text messages from students during the week if they have questions regarding their repertoire or other matters.

Student Signature (or parent if student is under 18)

Date