

Miriam J. Lamb
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Studio Policies for Private Lessons

Tuition: School year (9 monthly payments; September through May)
Summer (minimum of 6 lessons at per-lesson rate; June through August)
Short-term lessons (3 months or less) will be paid at the per-lesson rate

	<u>30-minute lesson</u>	<u>45-minute lesson</u>
Piano	\$72/month \$21/lesson	\$108/month \$31/lesson
Voice	\$80/month \$23/lesson	\$118/month \$34/lesson

Materials fee: Initial deposit to open materials account for each student (books, other materials)

Piano	\$40
Voice	\$60

Tuition

During the school year, tuition is due on or before the first day of the month. A late fee of \$8 will be assessed for each week the tuition is late. Tuition is not dependent on the number of lessons scheduled during individual months. Lessons will be given weekly during the school year, according to the studio calendar. During the summer months (June, July, and August), students must schedule a minimum of six lessons. Students have two options for paying summer tuition. 1) They may continue to pay the regular monthly rate by the first of each month, or 2) they may pay at the per-lesson rate and pay all summer tuition by June 1. Tuition and fees should be paid by check, payable to Miriam Lamb.

Materials

Students need to bring all materials to lessons: folder, notebook, pencil, and books. Books, entry fees, and other required items will be purchased out of a materials account. The opening deposit is due when the student enters the studio. A statement will be issued at the end of each semester listing all materials purchased for the student. When the money in the materials account is depleted, the student will be notified, and a deposit will be due with the next month's tuition. Any credit remaining at the end of the year will be refunded or applied to the next year's materials fee.

Attendance

Students should arrive promptly for their lessons. The lesson time begins when scheduled, not when the student arrives. Students should arrive with enough time to wash their hands before the lesson begins.

Regular attendance is crucial to student progress. If a student is unable to attend his/her lesson, he/she should notify Mrs. Lamb before the scheduled lesson time, or the lesson will be forfeited. A forfeited lesson is not made up and includes no-shows and last minute cancellations. At least one week's notice is required for reschedules. Reschedules should occur during the same week as the missed lesson. In the case of illness or emergency, students should give as much notice as possible that they cannot attend the lesson. Reschedules and make-up lessons are not guaranteed, but will be offered at the teacher's discretion.

Each lesson year is divided into three semesters, which begin in September, January, and June. These are times the lesson schedule may change and when students may request a time slot change. If a student's schedule changes during a semester, the teacher will consider a time slot change; however, the teacher will only grant the request if there are openings in the schedule.

Approximately twice each semester, students will attend a Group Lesson. Students will attend the group session instead of their private lesson that week. Mrs. Lamb will divide students into small groups. During the Group Lessons, students will perform for each other and receive feedback on their pieces. They may also receive instruction on a music topic of Mrs. Lamb's choosing. Group Lessons will be offered when there are enough students enrolled to form a group. During times of low enrollment, students will receive private lessons only.

Expectations

Students should complete all assignments, written and performance, the week they are assigned.

Students will not make progress if they do not practice. Students must practice on a regular basis. Five times a week for 30 minutes a day is an average, but specific requirements will be discussed with students individually. Occasionally students may be busy during the week and not practice as required; however, this should be the exception and not the rule. Students are required to document their practice. This practice record should be turned in weekly and should include a parent signature for students under the age of 18.

Music & More offers several opportunities for students to participate in festivals and performances. Although these are not required, Mrs. Lamb strongly encourages students to participate in these events.

Parental involvement is very important to children's progress. Communication between the teacher and parent is also important. To assist with communication, the Assignments & Practice Record form has a space for notes between the teacher and the parent. Parents are also encouraged to call or email Mrs. Lamb when they have questions.

Parents of young students are encouraged to observe their child's lessons on a regular basis. Parents of older students are allowed to observe if they have obtained prior approval from Mrs. Lamb. If not formally observing, parents are welcome to wait in the living room during the lesson. While waiting, please observe these requests: no smoking, gum, food, or drinks. If possible, avoid bringing other children to the lesson. If this is not possible, please monitor children closely and keep them quiet, to avoid disturbing the lesson. If the children become a problem, the parent will not be allowed to wait in the living room with the children.

The teacher will consider deviations from the studio policy on an individual basis. Students (or their parents) desiring special consideration should make an appointment to discuss their circumstance or request with the teacher.

Students should give one month's notice before leaving the studio. Tuition will still be paid for the final month.

Once this policy is signed, the tuition is guaranteed to stay the same for the duration of the policy. The policy will be renewed in September of each year. This is when tuition increases, if any, will begin.

These policies are subject to change at the teacher's discretion. Students will be notified of any changes in writing.

Please sign and return a copy of the Studio Policies to the teacher. Keep a copy for future reference.

I have read and agree to abide by the Music & More Studio Policies. This policy will be valid through August 2011.

(student signature)

(parent/guardian signature, for students under 18)