

# The Music Staff's Policy and Parental Responsibilities for 2017-2018

4008 Grant Court, Chesapeake, VA 23321 757-647-0316 lessons@TheMusicStaff.com

School Term September 7, 2017 – June 11, 2018 Summer Lessons June 12 – August 17, 2018

\* \* \* \* \* *Please refer to this Policy and The Music Staff Calendar throughout the year!* \* \* \* \* \*

LESSONS are scheduled at a time agreed upon by teacher and parent or student.

- Consistent **weekly lesson attendance**, with all books and materials, is the responsibility of students and/or parent.
- **Make-ups** (illness, school activity or family trips) are at the **teacher's discretion** with 24 hours notice.
- **Performance Classes** are scheduled prior to recitals in lieu of that week's private lesson.
- **Commitment** is for the entire year; stopping prior to end of term requires four (4) weeks notice.
- **Refunds or credit** are not given for missed lessons.

CONSISTENT PRACTICE is necessary for progress and should be encouraged and reinforced by parents.

- **Goals** are listed each month on the 2017-2018 Calendar as incentives to encourage better practice.
- Students should strive to **practice 6 days a week**, with the lesson day counting as one day of practice.
- When possible, a short **practice following the weekly lesson** will reinforce what was taught at the lesson.
- Students should make an effort to **practice daily**, even for a short time, for success on their instrument.
- As a general rule, **minimum daily practice** should be the same as the **length of the private lesson**.
- A **Practice Log** for the year is available for each student; parents should encourage this to be used.

iPAD APPS & WEBSITES are assigned to reinforce theory, ear training and sight reading skills.

- Please refer to the "**Play & Learn**" section under "**Students**" at [TheMusicStaff.com](http://TheMusicStaff.com) for apps and websites.
- Parents should assist in making these **available for use at home**.
- iPad apps should also be used when students are away from home to **review concepts and skills**.

RECITALS and AUDITIONS are noted on the 2017-2018 Calendar. Please add these dates to your calendar.

- **Recitals** are held in October, December (Play-A-Thon), February and June.
- **VMTA Theory** testing in January is an assessment of theory knowledge and ear training.
- **VMTA Skills & Sight Reading** in February evaluates students on keyboard skills and sight reading proficiency.
- **Levels of Progress** in March is an evaluation for all students and requires performance of 2 pieces and technique.
- **TMTF Student Recitals** are held fall and spring for students level 4 and higher.
- **Piano Guild Auditions** are held in May and recommended for all piano students.

TUITION for the year is divided into 10 monthly installments, September thru June, and due by the 10<sup>th</sup> of each month.

- **Payments** may be made by cash or check payable to The Music Staff.
- The **10 installments cover** 36 lessons (September 7 thru June 8) and the first 4 summer lessons beginning June 11<sup>th</sup>.
- Payment for **additional summer** lessons, after the first 4 are completed, is due by July 10<sup>th</sup>.
- **Books, audition fees and other fees** are in addition to the tuition and added to each student's account.
- **\$10 late fee** is charged to accounts if payment is not received by the 15<sup>th</sup> of the month.
- **\$30 service fee** is added for insufficient funds.



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*Please keep the top section for reference. Sign and return the bottom section. Update information when necessary. Thank you!*

Student Name(s) \_\_\_\_\_

Length of Lesson(s) 30" \_\_\_\_ 45" \_\_\_\_ 60" \_\_\_\_ Day & Time of Lesson(s) \_\_\_\_\_

Instructor \_\_\_\_\_ ( ) Mary Ann Medlin c 647-0316 \_\_\_\_\_ ( ) Christine Butler c 582-6286

Student Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s) Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Emergency Contact \_\_\_\_\_

Person Responsible for Financial Commitment \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ 10 installments September – June 30 " lessons

Monthly Installment per student \$104.00

\_\_\_\_\_ 10 installments September – June 45 " lessons

Monthly Installment per student \$156.00

\_\_\_\_\_ 10 installments September – June 60 " lessons

Monthly Installment per student \$204.00

**Total Monthly Tuition Installment: \$** \_\_\_\_\_

Parent's Signature

Date