



Baby Grand Music Instruction, LLC ♦ P.O. Box 16399 ♦ High Point, NC 27261
336-259-5162 ♦ www.BabyGrand4Kids.com

BABY GRAND ACCOUNT AND STUDIO POLICIES

Schedule and Class Exceptions

- Private lessons will be held on a weekly basis at a given day and time unless otherwise noted.
*****IMPORTANT*** There is no credit for classes missed due to absences. If a lesson is missed due to the fault of the student, make-up lessons for private students will only be given at the discretion of the instructor and the instructor is not required to offer a make-up lesson.** Our schedule is very tight and often we do not have availabilities to offer make-ups. The time you have been given is the time you have paid for. We cannot guarantee any other availabilities. Also, credit will not be given for classes missed due to school closings, inclement weather or unforeseen circumstances unless approved by Meleah Farlow, however, if Baby Grand Music Instruction, LLC is responsible for the missed lesson, the lesson will be rescheduled at a time that is convenient for both the instructor and student or school.
- There will be no lessons held during the weeks of Thanksgiving, Christmas, and Spring Break. Students will be given a calendar at the beginning of the school year. Please take note of this calendar for important dates and possible changes in the regular schedule.

Withdrawal Notices

- If you must withdraw your child from private lessons, a 30-day written notice is required. If a notice is not given, Baby Grand Music Instruction, LLC does reserve the right to charge the full month's tuition.
- **A 30-day written notice is required to terminate the payment schedule.** Once the notice is given, the amount of lessons given for the year to date will be calculated and charged appropriately. Then, either the final payment will be due or a credit will be given depending on how much has already been paid and how much is charged for the given lessons.

Payments, Fees and Additional Costs

- On the 15th of the month, an invoice will be sent to you via email for the upcoming month's tuition. This payment will be due on the 1st day of the upcoming month. (Example – On January 15th, February's invoice will be emailed or mailed to you and payment will be due no later than February 1st.) If your email address is not available or you would prefer to have your statement mailed to your home address, an invoice will be mailed to you upon request.

- As of July 2016, payment is \$80/month for private lessons in the Baby Grand Studio and \$100/month for private lessons at HPCA unless otherwise noted. Payment for Early Childhood Music Classes is \$40/month.
- Private Lessons:
 - Baby Grand Studio - First payment of the school year must be made in July before the school year begins in order to hold the student's day and time slot. (This payment is in addition to any payments due for summer lessons.) Payments will then be made on a monthly basis throughout the school year until the next enrollment period in July.
 - HPCA – First payment of the school year must be made in August in order to hold the student's day and time slot. Payments will then be made on a monthly basis from August to May.
- Preferable payment is through Automatic Draft. This form can be mailed or emailed to you and is also available for completion at our secure site – www.babygrand4kids.com. Other options include:
 - ❖ Pay Online from the invoice you receive via email,
 - ❖ Write a check to Baby Grand Music Instruction and place it in the payment box at your child's school or deliver to your child's teacher before the 1st day of the month. (*If you choose this option, be sure that the payment is turned in before the lesson before the 1st day of the month, or it will be considered late. Example - If your child's lesson is on Monday, March 2nd, payment would need to be in the box by Monday, February 23rd. This means that if your child's class or lesson falls on the 2nd or 3rd, you will need to make sure payment is in the week before that lesson.)
 - ❖ Call (336) 259-5162 and make a payment over the phone.
 - ❖ Mail your payment to: Baby Grand Music Instruction, P.O. Box 16399, High Point, NC 27261.
 - ❖ If no payment is received within 60 days, lessons will be discontinued and your account will be charged a \$25 service fee and sent to an outside collection agency.

PRIVATE LESSON STUDENTS ONLY

Materials

- You will be asked to purchase books or materials for lesson time and practicing. Baby Grand Music Instruction, LLC will purchase these books and invoice you.
- **There will be a yearly registration fee of \$35 which will be invoiced individually.** This registration fee includes recital fees, printed materials (sheet music, copies, digital copies, etc), updated bags or binders when needed and must be paid before the first lesson. However, please note that this does not include any fees for books. All books will be purchased as needed at the discretion of the teacher and will be invoiced individually.
- Your child will need a form of instrument (keyboard, piano, violin, guitar, etc) to practice. For piano lessons, a full-size acoustic or digital piano is preferred. If that is unavailable to the student, smaller keyboards may be purchased at Best Buy or other electronic stores. If you must go this route, Baby Grand Music Instruction, LLC suggests a keyboard with at least 61 full-size, touch-sensitive, (or better yet, hammer-action) keys. Other instruments such as violins, guitars, cellos, etc. may be rented or purchased at your local music store. We do not recommend using a toy guitar for guitar lessons. Voice students will be asked to purchase a minimum 4GB flash drive to bring to lessons with them.
- Your child will receive a three-ring binder and a bag, included in your registration fee. Please make sure these are brought to each lesson. (Returning students, please bring your binder from previous lessons with all information still intact.) **Please check your child's Baby Grand notebook for assignments and communication from the teacher.**

Practice Tips and Guidelines

- Practice is *essential* to learning the processes of playing any instrument, and the better prepared a student is for each lesson, the quicker he or she learns to play. Please follow the guidelines below for your child's age:
 - 5 years old – 2 to 3 times a week
 - 6 – 8 years old – 3 to 4 times a week
 - 9 and older – 4 to 5 times a week
- ❖ Have your child practice each song assigned at least 3 times each. A song is considered successful when it can be played with few to no mistakes, with correct timing and shows musical expression.
- ❖ Amount of practice time will vary and should be expected to be between 10-30 minutes in length.
- ❖ Make sure all assignments are followed and homework is done.
- ❖ Make sure all of the correct materials and books are brought to each lesson.
- ❖ Regular attendance and punctuality for lessons are essential for the student's success.

Studio Guidelines

- The Baby Grand Studio is located at 3871 Eagleston Court, High Point, NC. The entrance to the studio is on the side of the house by the garage. Your child is welcome to come directly into the studio at his or her scheduled class time without ringing the doorbell or waiting for the door to be opened. Please do not arrive more than 5 minutes early for your lesson, as it may be distracting to the student who is currently in a lesson.
- Parents are welcome to sit in on lessons, however, please take into consideration what your child is most comfortable with and what would be most beneficial to him or her. You are also welcome to wait in your car, come back and pick your child up after classes are over, or wait in the backyard and use the patio area for siblings if desired. Please do not bring siblings into the lesson if at all possible. This often causes a distraction to the student.
- If you choose to allow your children to play in the backyard, please stay with them, as Baby Grand Music Instruction, LLC, cannot be held responsible or liable for any accidents or harm caused by playing with any equipment or any other items on the grounds. We want the children to be safe, and it is best if they are being watched by an adult at all times while playing with any equipment.

Please sign below and return at your child's first lesson.

I have read all 3 pages of the Baby Grand Music Instruction, LLC, Studio and Account Policies agree to each of them. I also agree to commit myself and my child to Baby Grand Music Instruction, LLC music lessons to help my child have a successful experience and reach his or her potential.

Parent's Printed Name

Parent's Signature

Name of Student(s)

Date