

# Melody Music Studio

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## Studio Policies and other Helpful Information

1150 Executive Circle  
Cary, NC 27511  
919-523-8815

**Welcome to my Studio!!** I am so excited to share the gift of music with you or your child. Over my years of teaching experience, I have developed the following policies to maximize the learning experience for all involved.

**Lesson Materials:** Your lesson materials consist of your theory book, recital/performance book and lesson book along with an 8-1/2 x 11 spiral bound notebook or a 9-3/4 x 7-1/2 composition (cow) notebook. Nothing smaller or unbound is acceptable. Please bring **all** lesson books to **all** lessons. Arriving to the lessons without all books will be treated as a no-show since the lesson is dependent upon the books content. **No books = no lesson, and no makeup credit.**

**Punctuality:** Please be on time for your lessons. If you are early, please wait quietly in the lobby for the previous student to finish. If you are late, your lesson time is reduced by that amount, since there are students behind you.

**Sickness:** To maximize lesson time and minimize the risk of passing germs, please use the bathroom and wash hands **before** your lesson. **Please do not come for your lesson if you are sick.** Sick children will be sent home and the lesson forfeited if the teacher deems them contagious or too ill to be present.

**Communication:** Your child will occasionally be given information to bring home. Please make it a habit to check out their piano notebook at least once per week and to check in with me at least once per month to be sure all issues are addressed in a timely fashion. Parents are also allowed to sit in on the lesson at any time, but the studio room is too small for other siblings, so I ask that they wait outside the room to minimize distractions.

**Recitals:** There are two recitals scheduled during the year; one around late November and the other in June. All students are expected to prepare for and participate in these recitals, as they are an important part of the learning process. This includes not only preparation of a piece, but appropriate stage decorum, proper concert dress and appropriate audience attention and response also. Information will be distributed as these dates approach.

***Tuition:*** Melody Music Studio works on a semester system, and lessons are offered year-round. Each semester will be approximately 12 weeks with an abbreviated summer session and some time off during certain holiday seasons. The last week of the semester is for makeup lessons. Tuition is charged per semester. Books and materials will be invoiced separately. Tuition will be pro-rated only for new students who wish to start mid-semester. Tuition will \*not\* be pro-rated for mid-semester days missed due to vacation, etc. These days will be added to your makeup total.

Rates:

30 minutes: \$330/semester for the first student in the family; \$275 for subsequent family members.

60 minutes: \$605/semester for the first student; \$550 for subsequent family members.

Semester payments are payable by cash, credit card or check and are due at the first lesson of the semester. Late payments will incur a fee of \$5 per week per student missed.

***Makeup Policy:*** The last week of the semester will be reserved for makeup lessons. You must contact me to schedule this. Makeup lesson credits may also be used during the semester as open slots occur. Your makeup credits do not expire and may be used whenever you wish, but may not be used in place of a regularly scheduled lesson, and will not be returned in the form of invoice credit. Any unused lesson credits will be forfeited for early semester withdrawal. **Six hours' notice must be given to receive makeup credit for a missed lesson.** All makeup lessons are at my discretion.

***Finding an Instrument:*** Any electronic keyboard, no matter how fancy or expensive or what the salesperson says, is NEVER a good substitute for an acoustic piano. There are many options available, including rentals and flexible payment options. Please do not start lessons without an instrument in your home. See me if you have any questions in this regard.

***About Your Teacher:***

B. Mus. Oswego State University 2000

M. Mus. Syracuse University 2003

Winner— Concerto Competition, OSU 2000

Winner— Outstanding Musician, OSU 2000

Winner— STAR Award, NYS Music Teacher's Assoc., 2000

Member— Pi Kappa Lambda Music Honor Society

Member: MTNA (Music Teacher's National Association)

Member- Phi Kappa Phi Arts Honor Society

Member— Cary-Apex Piano Teacher's Association

Founder and Artistic Director: Voce Camerata and Consort

Artistic Director: Oak City Voices Choir

## *Music Lesson Agreement and Contract*

Any music instruction is a commitment on the part of the parents, the teacher and the student. This outlines the responsibilities of each.

*The Student* agrees to make it a priority to practice *each day* and agrees to have all theory lessons completed at lesson time. Student agrees to prepare for and participate in any/all studio recitals. Student will make sure he/she comes to each lesson with all books and materials needed.

*The Parent* agrees to get the student to the lesson on time, check the assignment notebook weekly, help the student budget time to allow for daily practice, provide the student with undisturbed practice time on a piano that is in good repair and functioning properly. Parent agrees to pay tuition in full and on time. Parent agrees to communicate with the teacher at least once per month, and give at least 2 hours' notice for unanticipated absence. Parent also agrees to enable the student to participate in studio recitals, and to attend recitals in person. Parent understands that lesson time is not to be used for completing assignments. Parent agrees to full responsibility for the child's behavior at all times, regardless of whether or not the parent is present.

*The Teacher* agrees to provide the student with undivided attention for the duration of the lesson, free of phone calls, personal business or other interruptions, and addressing any questions or difficulties as they arise. Teacher agrees to arrange for lessons to be taken on an instrument that is in tune and in good repair. Teacher will communicate any problems or concerns with the parent in a timely fashion. Teacher will provide a recital venue that is appropriate and an instrument for that recital that is in good repair and tuned. Teacher agrees to contact parent in a timely fashion in the event of unexpected studio closure.

### *Where to get Music*

Music curricula is chosen depending on the age and level of the student, and I will provide your books at the first lesson. Since not all books are appropriate for all students, and since these books (especially Theory) are workbooks to be written in, it is important that each child have his/her own set, and not share with siblings or use books that have already been used by someone else. Should you feel that you would like to explore further repertoire, please feel free. I recommend the following web sites.

Online sources:

-[www.jwpepper.com](http://www.jwpepper.com)

-[www.sheetmusicplus.com](http://www.sheetmusicplus.com)

[www.primamusic.com](http://www.primamusic.com)

VIPN

(Very Important Phone Numbers)

Studio: 919-523-8815

E-mail: [www.melodymusicstudios@att.net](mailto:www.melodymusicstudios@att.net)

Website [www.Melodymusicofcary.com](http://www.Melodymusicofcary.com)