

# 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. Lesson notes are sent electronically. Please bring **all** lesson books to **all** lessons. No books = no lesson.

**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.

**Communication:** Parents are also allowed to sit in on the lesson but encouraged to wait in the lobby during the lesson. The studio room is too small for other siblings, so I ask that they wait outside the room to minimize distractions. Any questions can be addressed by phone, email, or in person before or after the lesson.

**Recitals:** The current health crisis has forced me to postpone having recitals until the danger is passed. There will be no recitals until further notice.

**Tuition:** Melody Music Studio works on a semester system, and lessons are offered year-round. Each semester will be approximately 10 weeks with an abbreviated summer session and some time off during certain holiday seasons. Tuition is charged per semester. Semester payments are payable by cash, credit card, Venmo or check and are due in full at the first lesson of the semester.

**Makeup Policy:** Makeup lessons are virtual and will include an activity sheet and occasionally an appropriate YouTube video. In-person makeup lessons will only be offered in the event that the studio is closed.

**Finding an Instrument:** A 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.

### ***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.

NB: Scheduling and attending lessons at the studio assumes that this policy has been read, understood, and you agree to abide by all content.