

Richardson Music Studio Policies 2023-2024

Vacations:

Thanksgiving	November 21-24
Christmas	December 25-January 5
Spring Vacation	March 18-29

Group Lesson Weeks:

October 16
December 4
February 19
May 6

Rates: Registration Fee: \$25.00 per family (This is non-refundable)

Tuition: \$1305.00 per year, paid in 9 installments of \$145.00 per month

1. Tuition is due the first lesson of each month, September-May. There will be a \$10.00 late fee for payments received after the 15th of the month. This policy will be strictly enforced. Each student will be scheduled for 33 lessons per year; 29 private lessons and four group lessons.
2. All students are expected to make a 9-month commitment (September-May). **If, for some reason, after consultation with parents, student and teacher, the student does not fulfill his/her commitment, one month's written notice must be given.** I reserve the right to discontinue lessons for students who are two or more months behind in tuition payments or who have an excessive number of absences. I will reschedule or refund any lessons that I cancel.
3. There will be two make-up lessons for lessons canceled due to illness or family emergency available to each student during the school year. These lessons will be held during one of the group lesson weeks. It is the parent's responsibility to call and schedule these make-up lessons. There will be no refunds given for missed lessons that cannot be made up. If you would like to be able to switch with another student, there is a studio facebook page where you can contact other families. **No make-ups will be given due to conflicts with school activities, such as sports schedules or school clubs.** Students are expected to use the swap list for these circumstances. Enrolling for lessons is a purchase of teacher and studio time, prepared in advance to be free from interruptions and distractions. Since the time passes whether a student uses it or not, a lesson missed is time lost for the studio.
4. Each student will receive a 45-minute lesson per week. Each lesson will include music theory, technique, study of repertoire, ear training and sight-reading (as time permits). Each student will also be expected to attend four separately scheduled group lessons during the course of the school year. These will substitute for the regular lesson and will likely not be at your normal lesson day and time. Groups will be determined based on the skill level and age of the student. These lessons are designed to provide learning experiences not available in the

private lesson, and will take the place of the regular private lesson that week. These lessons will be one hour long and cannot be made up if missed.

5. A lending library is available to all students. New materials will be provided and billed monthly. Students are encouraged to go to the music store themselves to select solos that they would like to work on.

6. Parents play a very important role in their child's musical education. They are requested to help in the following ways:

- a. Send your child to his/her lesson on time and with all necessary materials. Tardy students will receive a shorter lesson, as I cannot keep another student waiting past his/her lesson time.
- b. Set up a practice time the whole family can respect. It is usually best to arrange to practice at the same time every day. This should be a time when the student will not be interrupted. Practice is necessary to progress in music. Without it, the lesson time is a waste of my time and your money. Students should expect to practice 30-45 minutes daily. Parents of children under 9 should expect to help with practicing.
- c. Check your child's notebook each week to be aware of assignments, progress reports and other written communication. Practice time should be marked on the assignment sheet every day.
- d. Keep the piano in tune and in good playing condition.

7. It is very important that there be close communication between parent and teacher. If you have any questions, please feel free to call, text or email. I request, however, that you call before 3 pm or after 9 pm. This assures quality lesson time for each student. My phone number is 517-256-2077 and my email address is kathy@richardsonmusicstudio.com. General information can be found on my website: richardsonmusicstudio.com.

8. All students are encouraged, but not required to participate in the programs of the Michigan Music Teachers Association and Capital Area Music Teachers Association. Additional fees will be charged for participation in these events.

9. There will be two recitals scheduled during the school year; one in December and one in late May/early June. The date and location of these events will be announced at a later time. All students are expected to perform in these recitals.

11. In the event of a snow day, lessons will be held online at the same time.

Registration Form

Please complete and return with the \$25.00 registration fee.

I AGREE TO THE POLICIES AS LISTED AND WISH TO ENROLL MY CHILD/SELF FOR PIANO INSTRUCTION FOR THE 2023/2024 SCHOOL YEAR. BY SIGNING THIS FORM, I ALSO GIVE PERMISSION FOR MY CHILD'S PHOTO AND PIANO PERFORMANCE TO BE INCLUDED ON THE WEBSITE AND FACEBOOK PAGE OF RICHARDSON MUSIC STUDIO.

Signed (Parent) _____

Signed (Student) _____

Student's Name _____ Parents _____

Address _____ City/Zip _____

Father's Cell Phone _____ Mother's Cell Phone _____

Father's Email _____ Mother's Email _____

Birthdate _____ Grade Entering in the fall _____

School _____

Best way to contact you: Email _____ Phone _____ Text _____