



## Norwood Piano Studio

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### 2015-2016 STUDIO POLICY

**ACADEMIC YEAR** – The Academic Year covers lessons from September 1, 2015 to August 31, 2016, which will include 4 individually scheduled summer lessons. Additional lessons are available upon request. Students must take at least 4 summer lessons in order to continue lessons in the fall. A non-refundable \$230.00 fall registration fee is due by May 30 for those students who do not continue lessons in the summer.

**TUITION** – There will be 10 Tuition Payments in the Academic Year, divided equally from September through June. Tuition is due by the first lesson of each month. Regardless of the number of lessons per month, the tuition will remain the same, unless extra lessons are requested.

**BILLING** – Statements are sent home or emailed at the last lesson of the preceding month indicating tuition, fees for music received, contest enrollment fees, etc. Dates of contests, competitions, recitals or special activities will also be noted on the statement. **Please make checks payable to Margaret Norwood.**

- **Tuition is past due on the 10<sup>th</sup> of the month** and there is a \$20 late charge. Accounts that are past due as of the 30<sup>th</sup> of the month will result in lessons being discontinued until the account is current. If a check is returned there is a \$20 charge in addition to any bank fees incurred.

### HOLIDAYS

**HOLIDAY CALENDAR** (No Lessons are scheduled for the following dates)

**September 7, 2015**

**Labor Day**

**November 24 – 27, 2015**

**Thanksgiving Break**

**December 21, 2015 – January 1, 2016**

**CMS Winter Break**

**March 28 – April 1, 2016**

**CMS Spring Break**

**May 30, 2016**

**Memorial Day**

Weather involving snow and ice will be treated on a daily basis; please call. With consultation, special arrangements may be made for individual religious holiday observances.

**ARRIVAL and DEPARTURE from lessons** – Please be prompt when dropping off and picking up students. I cannot supervise or babysit waiting students while I am teaching. **Please leave cars on the street and walk up to the studio for drop off and pick up** – this is for everyone's safety. Students are not to wait alone outside.

**PARKING** – **Please park on the street and walk up to the studio.**

- **No vehicles in the driveway.** This is for the safety of students.

**MISSED LESSONS** – A missed lesson is defined as an absence without 24-hour notice.

- Missed lessons will not be rescheduled.
- There are no refunds for missed lessons.

**CANCELED LESSONS** – A canceled lesson is defined as an absence with more than 24-hour notice. Canceled lessons will be rescheduled **if there is lesson time available within one week of the original lesson date, provided that 24 hours notice has been given.** *The rescheduled lesson must take place within one week of the original lesson date, otherwise the lesson is forfeited.* Rescheduled lessons are offered at the teacher's discretion; students should not assume that canceled lessons will be rescheduled. **Your regular weekly lesson time is reserved specifically for you.**

- A rescheduled lesson will not be rescheduled a second time; missed or canceled rescheduled lessons will be forfeited.
- There are no refunds for canceled lessons.

**DISCONTINUED LESSONS** – There is a one-month required notice for discontinuing lessons. The final bill will include tuition for the one-month notice plus any outstanding fees for materials, etc.

**DISMISSAL** – The teacher reserves the right to terminate lessons for any reason.

**PROFESSIONAL OBLIGATIONS** – As a professional pianist, visiting lecturer of piano, adjudicator, and president of Charlotte Music Teachers Association, I will occasionally need to be away for professional reasons. Lessons missed due to my professional obligations will be rescheduled.

**FOOD** – Please do not bring food, drinks or gum into the studio. Students should finish all snacks before arrival and wash their hands on entering the studio if they are sticky or oily.

**PARENTAL OBSERVATION** – Parents are welcome to observe all or part of the lesson.

**PRACTICE** – Practicing can be fun! Each student will learn and progress at his own rate, but I suggest that your child have an “assigned” special time set aside for piano practicing each day, away from radio, TV and other distractions. That way your child will be able to meet his responsibility with a routine. Practice may be broken into 2 or 3 short sessions rather than one long session, if that suits the student's learning style better.

Beginners will need some parental supervision to make sure they are covering the appropriate pages as listed in their assignment books.

Please keep fingernails trimmed short—long nails prevent good hand position.

Please make sure that your piano is tuned regularly and is in good repair (all keys and pedals working properly). If you need the names of good piano technicians, please ask.

Practice intelligently! There **is** a speed, no matter how slow, at which you can play your assignment accurately (dynamics, articulations and all other details observed—not just pitches and rhythms). It is the student's job to find that slow and accurate speed. If you have never physically felt nor heard the piece or exercise incorrectly, you are off to a solid start. Gradually speeding up something that is already otherwise correct is much wiser and far easier than trying to clean up a fast mess. Be patient and do several repetitions of each part of your assignment—once is not enough.

For best results each week:

1. Practice again after your lesson (on the same day). This is a great idea for students who “forget” what to do.
2. Students are encouraged to re-read the week’s assignment as they sit down for daily practice and to record their daily practice time in their assignment books.
3. All homework is written in the assignment book. It is recommended that **parents check the student’s assignment book weekly** to follow up on assignments, studio news and special activity dates.

**MUSIC** – All new music is given to the student at his/her lesson. This enables the student to receive instruction and then return home to practice—and saves the parent a trip to the music store. A charge for the music will appear on the following monthly statement. It is best if music is kept together in a special place at home. All assigned music, including theory book, assignment book and flashcards, should be brought to each lesson. It is very difficult to instruct your child if all of his music is not present. **It is helpful for students to bring their music to lessons in a book bag or tote.**

**PERFORMING** – Students who have mastered a piece are encouraged to perform their music for others. Lessons may occasionally overlap five minutes to allow for these special performances.

**SPECIAL DATES** – Please mark on your calendar the dates for any competition, contest, festival, auditions, community performance or recital involving your child. These dates will be on monthly statements, in the student’s assignment book and on the studio website. Fees for such activities will be added to your monthly statement. These fees are non-refundable.

Interested and prepared students may participate in performance, theory or composition evaluations sponsored by the following organizations in which I maintain active membership:

- Charlotte Piano Teachers Forum
- Charlotte Music Teachers Association
- Charlotte Music Club
- North Carolina Music Teachers Association
- American College of Musicians (National Guild of Piano Teachers)
- The Associated Board of the Royal Schools of Music
- The Royal Conservatory Music Development Program
- North Carolina Federation of Music Clubs
- Music Teachers National Association
- National Federation of Music Clubs

**RECITAL** – There is a spring recital for all students who would like to perform. There are additional recital opportunities throughout the year for advanced students. It is expected that those attending a recital will remain in their seats until the recital is finished. Also, except for video cameras, please plan to photograph your child at the piano either before or after the recital. Students find it very difficult to perform when there are distractions.

**GRADUATING SENIOR RECITAL** – Interested and prepared high school seniors are given the opportunity to participate in a spring Graduating Senior Recital sponsored by Charlotte Piano Teachers Forum. Interested and prepared 12<sup>th</sup> graders will also have the opportunity to give individual senior recitals.

**STUDENT MUSICIAN CERTIFICATION** – Charlotte Music Teachers Association offers a student musician certification program encouraging students to become more

involved with their music through observation, participation and exploration beyond their own private lessons. Students who reach annual points goals are recognized with an award plaque.

**COMMUNITY SERVICE** – Students are encouraged to share their music in the community by performing in hospitals, home tours, nursing homes, retail stores, etc.

**STUDIO WEBSITE** – [www.norwoodpianostudio.com](http://www.norwoodpianostudio.com) - Please visit the Norwood Piano Studio website often for current news, concert information, etc. I need signed parental permission on file for a student's name, photo or recording to be featured on the studio website.

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I look forward to working with you and your child this year. It is my sincere desire that my teaching and your support at home will form an effective team for your child's successful piano study. **Please give your child the same support you would in his/her academic progress or if he/she were on a sports team. Attend concerts with him, listen to WDAV 89.9 FM with him, sit in on his practice sessions periodically and let him know you care about his piano progress.**

By working together we can make music one of the most enjoyable and rewarding experiences your child will ever encounter. I appreciate your thoughtfulness in making this an exciting year for your child and his piano!

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