



Norwood Piano Studio

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2018-2019 STUDIO POLICY

ACADEMIC YEAR – The Academic Year covers lessons from September 1, 2018 to August 31, 2019, 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. The June tuition payment covers the 4 required summer lessons, no matter in which summer months they take place. Additional summer lessons are encouraged as family schedules permit. Summer lessons allow students to advance more quickly when they are not busy with their usual schoolwork. A non-refundable \$250.00 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 10 tuition payments will remain the same, unless extra lessons are requested. Tuition reserves each student's specific lesson time for the academic year. Fees are tuition based rather than lesson based, and tuition is calculated on enrollment, not on attendance. Tuition fees are announced at the beginning of the school year.

BILLING – Invoices 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 invoice. Payments may be made by check, cash, Zelle, or online bill pay through your bank. **Please make checks payable to Margaret Norwood.**

- **Tuition is past due on the 10th of the month** and there is a \$20 late charge. Accounts that are past due as of the 30th 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 3, 2018

November 21–23, 2018

December 24, 2018 – January 1, 2019

April 15-19, 2019

May 27, 2019

Labor Day

Thanksgiving Break

CMS Winter Break

CMS Spring Break

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 – It is the student’s responsibility to attend ALL scheduled lessons.

- Missed lessons will not be rescheduled.
- There are no refunds for missed lessons.
- If a student is too sick to attend school, then he/she should not attend a piano lesson.

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.

Any lessons not attended due to personal reasons including, but not limited to, family travel, school trips or holidays, or after school activities will not be rescheduled.

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, water, 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. Also, please remove your shoes upon entering the studio.

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 invoice. 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 invoices, in the student’s assignment book and on the studio website. Fees for such activities will be added to your monthly invoice. 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 performance 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 Seniors Recital sponsored by Charlotte Piano Teachers Forum. Interested and prepared 12th 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 - 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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