

MARSHA DYNES, N.C.T.M., STUDIO POLICY

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North Pole, Alaska

Included with Lesson Fees:

- Private Piano lesson
- 30 minute Computer Theory time (no charge)
- Scheduled Age-Group lessons
- Christmas Recital
- Spring Recital and Rehearsal
- Eligibility for MTNA Competitions, AMTA Adjudications, Fairbanks Piano Festival, and IAKT Honors Recitals

Music and Supply Fees:

- Needed Music
- Home Schools will usually refuse payment for books with Christian titles.
- Metronome by the second year
- Music Bag—required to protect music from weather. Doubled up grocery bags work.

POLICY: Lesson Fee Payments:

- Lesson Fees for the school year lessons—have been divided into 10 equal payments.
- Each payment from the end of August through the end of April represents 3.6 lessons, plus one tenth of the estimated music and fee costs.**

Payments are due at the last lesson of each month, August through May. Payments are considered late—past due—by the 7th of the following month. Monthly Bills are not given out.

Make checks out to —“Marsha Dynes.” A charge will be made for checks that bounce, for the same amount that my bank then charges me.

Home School—Parents are responsible for completion of all required forms. If IDEA, Raven, CyberLynx or Chugach Extension will not pay for lessons, because of missed forms or unavailable funds, the parents are responsible for the fees.

POLICY: Number of Lessons

I charge for 36 lessons per school year; Some months will have 5 lessons, and some 3. Students on each day of the week receive the same number of lessons per year. **In the Summer, students pay the Single Lesson Rate**, for the number of lessons *planned* for each month, due at the first lesson of each month.

POLICY: Length of Lessons

Most students use a 45 minute private lesson. 60 minute lessons are recommended for advanced or high school students. Occasionally, 30, 35 or 40 minute lessons are used.

POLICY: Computer

All Students are asked to use the Computer 30 minutes per week. 45 minutes are often available. A parent or older sibling is recommended to give support for students under nine years old.

POLICY: Monthly Classes

Students are expected to attend the scheduled classes.

February, March, and April classes are required, along with the May recital rehearsal.

Very casual Christmas Party Potluck Dinner-Breakfast-Lunch Recitals are scheduled in December for the whole family at my home. A more formal Spring Recital is scheduled in May at a

local church, although the youngest students and the adults usually meet at my home.

POLICY: Parents at Piano Lessons

Parents are encouraged to come in to observe piano lessons. **Students who need help with practice at home, or who need help with the computer lessons should always have a parent available.** Occasional absences are OK. Parents of middle and high school students should also come once in a while.

POLICY: Missed Lessons, Make Up Lessons

Deductions—No deduction in the normal lesson fee will be made for extended vacations, until after the 5th *missed* lesson. In the case of Extended Vacation or Illness, the deduction for the sixth (or more) lesson will be equal to the Single Lesson Rate. **Your Tuition** has purchased a specific lesson time. It is your choice to attend or not.

Lesson Trades with other students are recommended so lessons will not have to be missed!

The parent or student is responsible to arrange for any needed make up lessons. If the teacher is not available for a make-up lesson, the student can make up the lesson by making an appointment for extra computer time.

To qualify for make up lessons, the teacher must have been notified in advance—preferably 24 hours or more. If you miss a lesson with no prior notice, for any reason (except car problem on the way to the lesson), you forfeit the lesson. No make-ups, if not currently signed up for lessons!! Computer Lessons might not be available at Make Up Lessons. *Missed make-up lessons cannot be made up.*

Allowable Make Up Lessons should be scheduled within a month of the missed lesson if at all possible.

In the Summer—24 hours notice is sufficient to *cancel the charge* for any lesson. Lessons missed with less than 24 hours notice can be made up.

POLICY: Late Lessons

When the student is late to the lesson, I am expected to wait one half of the lesson time, *then I am free to go.* I hope I will never arrive late, but I would hope the student would wait for me in the same way.

I try to stay on schedule and be on time. I also must take into consideration late buses, emergency phone calls, family emergencies. Occasionally a student needs a few extra minutes to complete what would be a frustrating close to a lesson. If I were not dealing with emotions as well as physical skills, I could operate solely by the clock.

If I see that I will be late I will try to tell the next student as soon as I see him arrive. *Let me know right away* if this will be a hardship. Allowing for a 10 Minute *Late Leeway* in your family schedule would be very helpful.

Also, tell me right away if it is a day when you must leave exactly on time or early.

I also reserve the right to quit a few minutes early, if the student has completed his assignments, or has *emotionally already quit!* When you have known me for a while, you will see me trying to be fair. If you are *shorted* one week, please remember those weeks when you had some extra minutes!

____ **Special Coaching Sessions**—There are no additional charges for special coaching sessions due to recital, adjudication, or competition preparation, for faithful, practicing students.

POLICY: Termination of Lessons

____ A **Two Week Notice** is required, if it becomes necessary to end lessons before the end of a semester. This means that you will be responsible to pay for 2 lessons past the date of notification. Attendance at those two lessons is encouraged, but optional. I'd like a chance to say good-bye and to *tie up loose ends*.

Teacher Responsibilities:

- Provide a positive atmosphere for learning.
- Establish definite goals for each student, adjusting the curriculum according to the student's needs.
- Be aware of the relationship between the amount, effort, and effectiveness of the student's practice
- Due to the physical aspects of playing the piano with the proper use of arms, hands and fingers, I will demonstrate through some physical contact. I must touch the student's shoulders, upper back, arms and hands in order to determine proper, relaxed use of the larger joints to facilitate desired tone production. I try to be sensitive to the student's level of comfort, and treat him respectfully at all times.
- Be available for Telephone Conferences outside of lesson time to discuss lesson progress.
- Provide opportunities for public performance and musical service.
- Continue to further teaching skills by belonging to professional organizations, attending workshops and educational programs, reading professional publications, and engaging in other activities leading to professional growth.
- Terminate lessons when the student is irregular in attendance, repeatedly fails to prepare assigned material, or has an uncooperative attitude. A conference with the parents will be held prior to any termination.

Student Responsibilities:

- ____ Regular on-time **attendance** at Private and Group Lessons, well-prepared, with all necessary books.
- ____ Consistent daily practice scheduled **at least 5 days** per week.
- ____ Sincere attempt made to meet the **Practice Goal** listed on the Practice Calendar. Assignments and Practice are expected to have the **same priority as homework**.
- ____ Keep **finger nails** short, for the sake of hand muscle and joint development.
- ____ Positive **attitude**, and the desire to learn.

Parent Responsibilities:

- ____ To cooperate with Teacher and Student Responsibilities.
- ____ To make prompt payment, without waiting for *past-due notices*.
- ____ To read and stay current with the **Practice Calendar**. All Piano Holidays are marked. Group Classes are marked.
- ____ To make sure practice minutes are written in each student's calendar daily for the required minimum of 5 days each week.
- ____ The student needs to attend each Performance and/or Theory Classes, as often as they are scheduled.
- ____ To provide an instrument in the best possible condition. Instruments that are badly out of tune, or have broken parts discourage practice. Pianos that are not tuned will distort a young child's inner formation of pitch and are **no fun to play**.

____ Get the piano tuned once a year. Tuners you can use:

479-8863 Kit Cleworth
457-7644 Brian Leffingwell

____ Does your piano have a Humidity Control System during the winter months? The tuner can install one, or you can carefully place a couple quart jars of water at floor level down behind the lower panel of your piano.

____ **Electronic Keyboard Owners**--Has your child outgrown his small keyboard? Is it time to look for a full-size piano? Good Piano Technique needs those weighted keys and the expressiveness of an acoustic piano!

____ Chair or bench at correct height; Stool for support if feet do not reach the floor.

____ Adequate lighting, free from distraction.

____ Metronome after the first year, or by age 9 for young beginners.

____ To supervise practice sessions for the young beginner, and to be physically near by for older students who need support.

____ Encouragement, Support, Interest, Enthusiasm.

____ To never forget that the student signed up to learn to *Play* the piano, but that this same student also **needs Gently Wise Parental Guidance and Discipline** for this learning to take place. Few children under sixteen have the long-term-inner-self-discipline-or-motivation that is required to learn an instrument. **Push when the student is in Learning Mode. Back off to a certain extent, when the student is in one of those other modes.**

THESE POLICIES

are in accord with recommended professional policies of the Music Teachers National Association and the Alaska Music Teachers Association. Teaching is my profession, my business, and my art; I wish to present and live up to policies, which give me the time to devote my energy to the creative act of sharing music with people. I pledge to do my best to make music study a rich, growing experience for my students.

Thank you for helping me to teach my students in a fair and professional manner.

Marsha Dynes, NCTM

Nationally Certified Teacher of Music,
Music Teacher's National Association,
Alaska Music Teacher's Association,
Interior Alaska Keyboard Teachers

I have read all of the Studio Policy and the Teacher-Parent-Student Responsibilities.

I have initialed each line provided. I agree to review the Student Responsibilities with my children.

Signature of Parent or Adult Student

Date _____