

JOANIE CLARK MUSIC STUDIO

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PLEASE READ CAREFULLY
Then sign, date, and return.

Parent: _____

Date: _____

Student: _____

INFORMATION FOR PARENTS AND STUDENTS

With the aim of improving the relationship between the student, parent, and teacher, the following policy statement is presented.

1. The assigned lesson time:
 - a. The student should arrive in advance of his or her scheduled time with the materials needed for the lesson. **Please wait quietly in the waiting area until your lesson time. If you bring young children, please wait quietly with them in the waiting room so as not to distract any lesson in progress.**
 - b. **One excused absence for illness or emergency will be made up during the semester.** A *swap list* is available and should be used for rescheduling lesson conflicts, including illness, whenever possible. Please notify me when you use the swap list. Lessons missed by the teacher will be rescheduled at your convenience. If you have a lesson conflict or any message for me, please call my voice mail at 615-364-1058 or text me at 615-364-1058.
1. Tuition is payable in advance on the **first day of each month or term**. After the 7th of the month, payment is considered late, and an additional late charge of \$20.00 will be billed to your account. If there is a problem please feel free to contact me, and we will work something out.
 - a. Tuition is based on a fixed number of weeks in the school year. Please understand that you are paying for the full year of tuition, not by the individual lesson. The total fee is divided into equal monthly payments for your convenience. Please help by being on time with tuition payments.
 - b. You may choose to pay the full amount of tuition at the beginning of the semester or to divide the tuition into monthly payments. Those students who choose to study both voice and piano are billed individually for both a piano and a voice lesson (ex. = 1/2hr voice and 1/2hr piano). A non-refundable one-month tuition deposit is due at the time of registration, which will be held as a 30-day notice for final payment upon termination of lessons. Tuition is not refundable. Lessons paid for will be taught.
 - c. A yearly registration fee of \$25.00 is required per family registering. This applies to first time students and returning students.
 - d. A \$40.00 book/supply deposit (per family) is required for the purchase of supplies. When the supply balance becomes \$0.00, a new \$40.00 deposit should be made. The book fee is non-refundable if lessons are terminated before the end of the school year.
 - e. Music materials, Guild Fees, and NAMTA entry fees will be billed separately as required. Please write a separate check for these fees.

- f. Holidays observed are:
Labor Day in September, Thanksgiving in November, Christmas, New Year's Day, and Independence Day/July 4th.
 - g. Snow days will be re-scheduled if the schools are closed. I do not expect you to be out on snowy or icy roads.
3. Students are encouraged to participate in performances held in November and May of each year. Piano Guild Auditions are optional for any student who would like to audition, usually occurring the first part of May.
 4. Learning performance skills is an important part of our curriculum. Group performance classes meet the week prior to recital. This performance class is in lieu of the private lesson and meets at the recital venue.
 5. The student's piano should be tuned at least once a year and placed in an area of the home which is conducive to productive study and practice (away from the TV and other distractions).
 6. *Assignments and practice are expected to have the same priority as homework.* In order to progress satisfactorily, daily practice is necessary. To help develop self-discipline and good work habits, it is suggested that a regularly scheduled time be set aside each day. Parents, please try to spend at least one session a week overseeing and encouraging good practice habits.
 - a. A minimum practice time of 15 minutes per day for preschoolers, 30 minutes per day for elementary, 45 minutes per day for middle school, and 60 minutes per day for high school is suggested.
 - b. Parents are asked to observe the first lesson of the month for a progress report. Please check the assignment book regularly for any information or messages from me. You may also text or call me at any time to discuss the progress of your child.
 - c. Please check my website - JoanieClarkMusic.com - for any updates or information regarding the studio.
 7. Parking and Pick-up Policy:
 - a. Please park only in my driveway on the parking pad (not in front of the garage doors). Pull in to the far left or far right so that two cars can fit on the pad. Please turn off your headlights as soon as you pull onto the pad, so the lights do not shine into my neighbor's house.
 - b. As a courtesy to my neighbors, please walk only on the sidewalk to the studio entrance. Parents, please oversee your children so they do not damage the walk lights on the sidewalk. These lights provide light for the students who come to lessons at night. Thank you for helping with the safety of all students.
 - c. *Please remember to observe a 15-mph speed limit.* There are many children who live on this block and often play in the street. We need to be considerate of my neighbors and not inconvenience them in any way. ***Safety of the children is crucial. Parents, please remind your teens, if they drive themselves to observe the 15-mph speed limit.***
 8. As your child's teacher I have the responsibility to provide an atmosphere for learning. Professional standards will be maintained. Definite goals will be established for each student. I will continue to further my teaching skills by belonging to professional organizations, attending workshops and educational programs, reading professional publications, and engaging in other activities leading to professional growth.

It is hoped that with these common standards, we (teacher, student, and parent) can work together to provide each student with the musical knowledge that will be a lifetime source of enrichment and pleasure.