

Studio Policies

KSN Piano Studio

All families registered at KSN Piano Studio must have a signed studio policy on file.

Effective date: 9/1/2015 – 8/31/2016

This Studio Policy is a legal contract made between Kimberley Nichols (KSN Piano Studio) and _____ (Student) or if Student is a minor _____ (Parent) on this _____ day of _____ for the provision of private music instruction services by Studio to Student. Student has received and read the Studio Policy and agrees to abide by its provisions, as a condition to Studio providing music lessons to Student.

Policy Modification

This policy may be revised periodically to reflect the changing needs of the Studio and its student enrollment. The Studio will provide at least two weeks' notice to Student and/or Parent before any changes in Studio Policy take effect. The Student's continuation of lessons will be deemed Student and/or Parent's acceptance of Studio Policy changes, unless otherwise notified by the Student and/or Parent within one week of Studio's issuance of notice.

Attendance

Students are expected to attend all scheduled lessons for each fall and spring semester. You are reserving a specific time slot on a specific day each week. **Tuition and enrollment fees are non-refundable and makeup lessons will be scheduled as time permits.** Please plan your lesson times and other engagements accordingly. Should you know ahead of time that you will be missing a lesson, please let me know as soon as possible so that we can discuss rescheduling options. Any remaining lessons at the end of the school year will be reimbursed with free summer lessons.

All students are expected to take a minimum of 6 lessons during the summer to guarantee a fall studio spot. As with any other academic subject, your child benefits from constant reinforcement and practice. They have been working hard to learn a new language and taking a large amount of time off can be detrimental to their progress. Please try to make summer lessons a priority for your family.

Lesson Preparation Requirements

Quality and consistent practice at home between lessons is expected. I know it is not reasonable to expect each student to practice every single day but you should find a consistent time each day that can be set aside for practice time. Your child will get back what they put in to their piano lessons. Consistent practice brings quality results.

Absences / Cancellation of Lessons

Lessons will be made up whenever possible. Please notify me ASAP if you know a lesson will be missed.

Drop Off / Pick Up

Prompt drop off and pick up is expected. If you arrive late to your lesson, your lesson will still end at the scheduled time. This ensures that the remaining lessons for the day will be on time.

Parents are welcomed and encouraged to sit in on lessons at any time.

Materials

Although I maintain a large library of materials and often have duplicates, please make sure your child brings their books with them each week. A bag specified just for piano lesson books is a great way to keep the materials together at the piano and so you can just grab and go when lesson day comes. Please make all markings in music books and theory books in pencil

Private Lesson Tuition

Academic year private lessons are held weekly September 1, 2015 through May 31, 2016 with the exception of those dates listed in the Studio Calendar section of this document and those cancelled within the parameters specified in this document. Summer semester length varies but will be added to this policy upon final scheduling. Your payment reserves your weekly lesson time with Kimberley Nichols and lessons will be provided by her for the duration of your payment period. *(Please see below Termination Policy should you wish to discontinue lessons permanently.)*

Lesson tuition is the same regardless of the number of lessons in each month and covers your lesson time (for all students), one group lesson per month, as well as planning and preparation time for your student's lessons. Materials such as sheet music, books, etc. will be billed separately. Extra classes will be covered by your tuition unless otherwise noted.

Performances outside of the studio may require a small fee. Participation in these performances is optional. Fees for these events is payable by the Student/Parent and will be due upon registration for the event should you choose to participate.

Private Lessons: 30 minutes, \$100 per month no matter the number of lessons in the month, 45 minutes, \$150 per month, 60 minutes, \$200 per month.

Registration Fee: \$25 per family

A **non-refundable** registration fee is required to hold your lesson time. This fee will be applied to your first month's tuition.

Payment Policy

Lessons are billed on a per month basis. Payments may be made either in person at your lesson or by mail to the payment address listed below in cash, by check (**made payable to Kim Nichols**) or via credit or debit card in the studio. (Square) Lesson payments are due at the first lesson of the month and are considered late if not received by the 10th. Checks returned for non-sufficient funds will incur a fee of \$25.00. (916 Thoreau Drive, Burnsville, MN 55337)

Termination of Lessons

Students/Parents may terminate lessons for any reason. Lesson terminations must be submitted in writing.

Studio may terminate lessons with any student at any time for any reason. In such case where lessons are terminated by Studio, tuition will be prorated up to the last lesson taken.

Severe Weather Policy

I follow the District 191 weather cancellations. If the Burnsville/Eagan/Savage schools are closed due to severe weather, there will be no lessons or classes. In the event of a prediction of severe weather it is at the discretion of the teacher to cancel lessons for the day. Your and your children's safety is my first priority.

Media Consent Policy

I maintain a studio website (ksnpianostudio.com), facebook page,(facebook.com/Kimberleynicholspianostudio.com) and twitter account (@ksnpianostudio). From time to time I would like to include audio recordings, videos or images from studio events. You have the option to exclude/include your child through the following policy.

* All parents are required to complete the Media Release Form even if you are choosing not to participate. * Students will never be identified by last name, school, school grade, or age. * Students will be identified by piano grade level & studio activity. ie: "This our Pre-Piano camp working on placing clefs on the staff!" or "Some 2nd year students playing a duet."

My Facebook page is open to you! Please feel to join in the conversations, post photos or recordings of your children's music activities as they relate to the studio and any place else they participate (school talent shows, etc.) **You can find me at facebook.com/kimberleynicholspianostudio**

Studio Calendar

Lessons will be held weekly according to the following schedule. Please note as stated previously in this policy that lessons can be cancelled for various reasons outside of these dates: Weekly lessons begin 9/1/2015 and end 5/28/2016.

Make up lessons only Thanksgiving Week (November 23 – 28)

Holiday Break (December 21 – January 10)

Spring Break (April 1 – April 9)

Studio Policy Acceptance

The undersigned has read and received a copy of the attached Studio Policy and fully understands its terms, conditions, and provisions. The undersigned agrees that if any portion of this Studio Policy is held to be invalid, then the remaining portions shall continue in full force and effect.

Signature _____

Signature _____

Date _____