

Laura Harmon's Piano Studio Policies

Student & Family Responsibilities

- Arrive punctually, well-prepared, with all necessary materials. Please walk the student to the door and make sure they are inside before leaving. It is preferable that parents stay on site the entire time; for students age 8 and under, it is expected.
- If you will be arriving more than 10 minutes late, please text me or I will assume you are not coming.
- Pay tuition on time.
- To make good progress, quality practice is necessary. Each student will practice 6 days per week. Practice time will vary based on the instructions given in the lesson. Parents are expected to help students, especially those between the ages of 4 and 8, practice.
- Provide the student with a well-maintained instrument for practice at home in a distraction-free area.
- All students must keep fingernails short. Fingernails should be cut as short as possible, flush with the end of the finger. No false nails allowed.

Equipment

Students must have an acoustic piano or quality digital piano/keyboard with stand at home for the first two years of lessons. **After the first two years of study, students are expected to have an acoustic piano, well-maintained, at home.** Your piano should be tuned at least once a year or as often as your tuner recommends. An out-of-tune or low-quality instrument will impede the progress of the student. **Proper piano technique cannot be learned on a keyboard or digital piano.**

As students' progress, they will need to purchase additional level-appropriate sheet music.

Music Lending Library

The music library will be available to assist in adding variety to a student's repertoire without added expense. Please do not photocopy copyrighted material. Music must be returned in good condition. If music is returned damaged, the student or his/her parents are responsible for the purchase of a replacement copy.

Performance Requirements

All students, ages 18 and under, are required to perform in two studio recitals or one studio recital and one audition/performance per year. (Studio performance classes do not count toward the yearly performance requirements.)

Students scheduled to perform for recitals are required to attend and perform. Except in cases of family emergency or illness, students may not "drop out" from the program. This behavior affects the entire recital and is unfair to the other performers. All performers must be at the performance facility no later than 15 minutes before the beginning of the recital. All music must be MEMORIZED for recitals - no exceptions. Participating students and their families are expected to remain for the duration of the entire recital, thereby providing ample audience and respect for all performers.

Tuition

In order to make lesson tuition the same each month, the lesson payment is averaged out over a 12-month period. Tuition for weekly 30-minute lessons, online or in-person, is \$110 per month, and hour-long lessons are \$220 per month.

Tuition payment is due at the **first lesson of each month**. If you are unable to attend the first lesson of the month, please make sure that your payment is still delivered on time. Tuition payment will be accepted in the form of cash, check, Venmo, or via PayPal (use "Friends and Family" so no fees are incurred). If a student begins in the middle of a month, that month will be prorated per lesson fee of \$34 per half-hour lesson. **A late fee of \$1 per day will be applied to any late payments.** A bounced check will incur a fee of \$35.

Tuition is non-refundable. As with university tuition, lesson tuition is paid whether or not the student chooses to attend. In addition to time spent in the lesson, the tuition also covers time spent preparing for the class, answering emails, texts and calls, and other related business expenses.

Studio Activities Fee

Each family pays a non-refundable Studio Activities Fee of \$40 the first month of lessons of the year for the year. This fee helps defray the cost of printing costs, performance class materials, recital expenses and the maintenance and purchase of music for the music lending library. Please note that this fee **does not** cover the entry costs for outside activities, such as Federation Festival or KMTA auditions.

Canceled Lessons and Make-Up Lessons

In the event that a parent or student is feeling ill, please text Laura ahead of the lesson to arrange to take the lesson online at the student's regularly scheduled lesson time.

There will be no in-person or online make-up lessons given for any reason. There will be **no** payment or credit issued for missed lessons. Please select a time that you feel confident will work for your schedule throughout the year. Your tuition reserves a time slot *exclusively* for you/ your child. There will be at least two 1-hour group performance classes held during the year *free of charge*. Please plan to attend and consider these classes as make-ups if you need to miss. (An hour group class = 2 thirty-minute makeup lessons.)

If you have a special event that will require you to miss a regularly scheduled lesson, please notify Mrs. Harmon at least 7 days ahead of time. If Mrs. Harmon has an opening and can reschedule your lesson, she will. Please remember that this is not guaranteed, and you may forfeit your tuition and regularly scheduled lesson.

On the rare occasion that Mrs. Harmon must cancel a lesson, a make-up lesson will be arranged.

Studio Health

Please do not attend lessons if feeling sick at all (or if immediate family members are sick); we will have an online lesson at your regularly scheduled time to prevent spreading illness to others in the studio..

Termination of Lessons

A written termination notice must be emailed to laura@lauraharmonpiano.com on the first day of the month at least one month in advance and a final tuition payment is required. If a student chooses to end lessons suddenly in the middle of the month, the tuition paid for the month will not be refunded. Lending library books and materials must be returned at the final lesson in good condition, or the student will be charged for the cost of the material(s).

For instance, if the notice were emailed on April 1, the student's last lesson would be April 30th with payment being required for April only. If the email were sent April 5, then the student's last day would be May 31st and payment would be required for April and May. Lessons are available through the payment period for both these instances. The student may or may not choose to take the lessons.

Laura Harmon reserves the right to terminate lessons at any time for any reason.

Studio Etiquette

- Each electronic device must be completely silenced before entering the studio.
- Parents are encouraged to attend the lesson. They must be silent, but active observers. If you have questions related to the lesson or practicing, please ask; however, please do not answer questions for your child. If you place importance on the lesson and being attentive, your child will as well.
- Parents of special needs students are expected to attend and participate in lessons with their child.
- Please email, text, or call Mrs. Harmon to discuss lesson progress, payment, etc. as time in the studio is your child's learning time. Students are scheduled in immediate succession; thus Mrs. Harmon simply does not have time to have any lengthy discussions.

Release of Liability

Children should be picked up promptly at the end of the lesson. Oakwood Baptist Church and Laura Harmon will not be responsible for providing care for students before or after the lesson. Parents/legal guardians with students under the age of 10 must remain in the building during the lesson; it is preferred that parents/legal guardians remain in the building with any student under age 18. If students are left at Oakwood Baptist Church before or after the lesson, the parents/legal guardians assume the risk for the safety of the student, without limitation, during such time. Parents/legal guardians of students, who are minors, and students (both minors and adults), waive the right to any legal action for any injury sustained on the property of Oakwood Baptist Church or any other properties secured for studio use during normal lessons, performance classes, recitals, or any other activity engaged in by the students before, during or after the lesson/class/recital time; and assume the risk of any injury. Further, such parents/legal guardians of students, who are minors, and students (both minors and adults) shall hold harmless and indemnify Laura Harmon, Oakwood Baptist Church, or any other properties secured for studio use from any claim or damages arising from any injury.

I have read and agree to adhere to these policies. I recognize that failing to follow these policies could result in the termination of lessons and end any association with Laura Harmon Piano Studio.

DATE:

SIGNATURE OF PARENT/GUARDIAN/STUDENT:

Photography and Videography Authorization

1. PARTIES:

"MUSIC INSTRUCTOR AND PHOTOGRAPHER: Laura Harmon/Laura Harmon Piano Studio
Carlos Harmon (photographer)

"PARENT": _____
(Name of Parent or Legal Guardian)

"CHILD": _____
(Name or Names of Child or Children Covered by Authorization)

2. **AUTHORIZATIONS:** By placing his or her initials next to the corresponding activity set forth below, the PARENT/ADULT STUDENT authorizes the MUSIC INSTRUCTOR AND PHOTOGRAPHER to undertake that activity: (Please check the appropriate box.)

Initials

Activity

_____: To take and use photographs of ME/MY CHILD for promotional or educational purposes on the website, Facebook page, blog, and other educational or promotional materials used by the MUSIC INSTRUCTOR. This authorization
☐ includes
☐ does not include
permission to utilize my/my CHILD's name in conjunction with the photographs.

_____: To take and use videotape of ME/MY CHILD for promotional or educational purposes on the website, Facebook page, blog, and other educational or promotional materials used by the MUSIC INSTRUCTOR. This authorization
☐ includes
☐ does not include
permission to utilize my/my CHILD's name in conjunction with the videotape.

3. **RELEASE:** The PARENT/ADULT STUDENT agrees to indemnify, release and hold harmless MUSIC INSTRUCTOR, his, her or its agents and representatives, from any claims or causes of action arising or related in any respect to the activity or the adult/CHILD'S participation in such activity.

DATE:

SIGNATURE OF PARENT/GUARDIAN/STUDENT: