

LINDA KRUEGER MUSIC STUDIO POLICY (updated 5/12)

1. **Fees:** My lesson fees are \$20.00 for a 30 minute lesson and \$30.00 for a 45 minute lesson, payable one month in advance the first lesson of each month. For beginning students an initial investment in music books is due at the first lesson. (I will obtain the music.) Thereafter, new music may be paid for at the first lesson of the following month, along with the monthly fee. A statement is emailed to you at the end of each month informing you of all charges and any credits for the next month. ***A \$10.00 late fee will be charged if payment is not made by the second lesson of the month.***

2. **Group lessons:** A small group lesson which lasts either an hour or an hour and fifteen minutes, depending on the group, will take the place of the private lesson approximately every sixth week of lessons. Thus each student will receive five or six group lessons throughout the school year. (More advanced students might not be included in group lessons.) The cost is the same as a 30 minute private lesson. Students will be grouped according to level and may need to come on a day that is different from their private lesson. A schedule for the group lessons is handed out at the beginning of the school year. Conflicts may sometimes be resolved by attending a different group if appropriate, and conditions for missing a group lesson are the same as missing a private lesson, as follows.

3. **Your private lesson time** is reserved exclusively for you, and I cannot resell that time. A lesson will be excused for illness or family emergencies only. Please notify me as soon as possible when a lesson appointment cannot be kept. Unless the illness is of a sudden nature, notice should be given ***no later*** than the morning that the lesson will be missed. Other reasons for missing a lesson, ***unless prearranged with me at least three days in advance***, will constitute an unexcused absence and payment for that lesson time will be expected. This would include sports team events such as track or soccer. Please ***plan ahead*** when your child is on a team, sometimes an alternate lesson time may be arranged. If a missed lesson is excused, credit will be applied toward the next month's balance.

4. **Non-emergency** last minute cancellations, and "no-shows" will necessitate charging the full lesson fee for the unused time reserved for the student. Because all possible lesson times are booked, I usually cannot reschedule missed lessons. ***Please do not cancel a lesson because your child has not practiced, they probably need the lesson more than ever to be better prepared for practice at home.***

5. **Tardiness:** Students who arrive late receive only the remaining time left in the lesson period. I rarely make reminder calls if the student forgets to come. Please make every effort to bring your child on time for their lesson. It is difficult enough to cover everything in a 30-minute lesson, impossible in 20 minutes. Your child is the one put at a disadvantage.

6. **Practice:** If students are to progress and have a chance to enjoy their piano lessons, daily practice is essential. Unprepared students do not enjoy their lessons and are the first ones to want to quit. My philosophy of practice emphasizes ***quality over quantity***. Ideally students should have a set practice time each day, and I will expect them to record the total amount of time spent practicing. However, what is more important is HOW they practice each piece, and meet goals for each assignment. I do give my students guidelines for how I want them to practice. Please help your child to set up a practice schedule and take note of guidelines in their assignment books. The younger they are, the more involvement they need from parents to help them succeed. Even for older children mid-week check points by Mom or Dad can also help make sure the practice plan is on track.

A commitment to piano lessons means a commitment to practice, not only on the part of the student, but also an even greater commitment on the part of the parents to see to it that the student practices, and is supported and encouraged. And please, ***never*** use having to practice as a punishment.

7. **The Lesson Notebook:** Each student will have a lesson assignment notebook, which they are to ***bring each week*** to their lesson. It is a crucial element in communication between students, parents and myself. This is where:

- a. The assignment for the week is written, with specific goals and instructions. Students who do not refer to their notebook at home often forget to prepare parts of their lesson. Please encourage your student to check the notebook and plan how they will prepare the entire assignment.
- b. Practice is recorded. Students should mark their minutes each day that they practice.

- c. **Parents sign to confirm the practice record.** Do not sign an empty practice record for the child to fill in later. You need to be aware of their amount of practice.
- d. Communication between teacher and parents can be written.

8. **Attendance with all books, sheet music, AND assignment notebook** is mandatory. I cannot effectively teach your child with missing books or borrowed books. You would be surprised how often something is left at home. Therefore, I request that the parents, as well as the child, check the book bag together for all the books. Please do not leave home without the books, including the assignment book!

9. **Gum or Candy:** Please do not send your child with gum or candy. Fingers often end up going from sticky mouth to keyboard and you can imagine the results! Also, the chewing process can interfere with feeling the rhythm correctly and speaking clearly.

10. **Recital:** All students are expected to participate in the presentation of a Spring Recital, usually held in March each year. Each student customarily prepares by memory two solo pieces and often a duet or ensemble to be played with another student, parent or myself. Students who participate in the AIM program usually play the same pieces for both AIM and Recital.

11. **Achievement In Music (AIM) Program:** All students who are eligible may participate in the ISMTA Achievement In Music Examinations which take place at Wheaton College. I use the AIM Program as a guideline for my students' instruction. Musicianship skills of sight-reading, transposition, harmonization, and ear training, as well as technique and performance are included, offering your child a comprehensive musical education. Each student who participates will be evaluated privately on their knowledge of music theory, technical skills, and pieces that have been prepared. Written comments, a Certificate of Merit, and a pin will be awarded. Students benefit by having a goal to work toward, while parents are given an independent evaluation of their child's performance and evidence of yearly progress. The Theory Examination (only for levels 3-12) takes place in November. Performance Examinations (for all levels) are scheduled in March.

12. **100% Club:** This is an incentive program to motivate students to excellence. For each lesson that students meet 100% of the requirements they will receive a sticker for their chart. At certain intervals rewards will be given in the form of a small prize and the opportunity to borrow and play special songs from my sheet music library. Students are given the following guidelines:

Requirements for 100% Club Membership

To earn a sticker on your 100% chart you MUST:

1. **Have a positive, cooperative and respectful attitude throughout your entire lesson.**
2. **Prepare all of your lesson assignment,** including technique, theory (any writing), flash cards, AIM assignments, and every song assigned.
3. **Have errors fixed on continuing pieces** (fingerings, flats or sharps, rhythms, etc.).
4. **Bring everything to your lesson,** including each music book (even if nothing was assigned in it the previous week), flash cards, your AIM binder, and your **lesson assignment book**.
5. **Have your practice record filled out showing the required minutes for your level, and signed by a parent.**

Minimum expected practice time:

Primer (Beginners): 15 minutes per day X 5 days (75 minutes)

Level 1: 20 minutes per day X 5 days (100 minutes)

Level 2: 25 minutes per day X 5 days (125 minutes)

Level 3: 30 minutes per day X 5 days (150 minutes)

Level 4 and higher: 40 minutes per day X 5 days (200 minutes)

12. **Discontinuing lessons:** When a student is enrolled, it is expected to be for the entire school year. If circumstances arise which necessitate discontinuing lessons, I request notification by the parents one month ahead of time. This allows me the opportunity to provide closure for your child and to fill the vacancy that will be created.

13. **Summer Lessons:** Summer lessons are offered on a limited basis, depending on my family's schedule and the interest on the part of students. Summer lessons are highly recommended for first year students and a minimum of 2 45 minute lessons are required for those preparing for level 3 and higher AIM Theory Exams.