

*For Collaborative Piano and Vocal Coaching policies, please see page 4 of this document.*

## **STUDIO POLICIES FOR PRIVATE PIANO STUDENTS**

*Below you will find information about the procedures and policies of The Record Studio. Please take the time necessary to carefully review the contents of this section in order to avoid misunderstandings. Please note: These policies are carefully maintained and cannot be altered as they allow the piano lessons and associated schedules to flow smoothly and equitably for all.*

### **Practice**

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The value of consistent practice and attendance cannot be expressed enough. Music is a language - and like any language, there are many basics that must be mastered prior to advancing to more complex applications. During a course of study, the studio endeavors to cover all areas of musicianship in a progressive fashion.

It is the student's responsibility to understand and fully incorporate what is being taught. Each student must give their full attention and try their best in order to progress and ultimately reach their full potential. The studio uses a variety of teaching styles and lessons are created to accommodate the student's learning abilities, but if practice does not take place, learning may not occur. In addition, valuable lesson time that you are paying for will need to be spent on reviewing and re-teaching what should have been mastered at home.

Learning an instrument is not easy and may not always be considered the most exciting thing to be doing. Do not be concerned if your child asks "Do I HAVE to practice now?" Given time and structured practice resulting in good practice habits, it does become immensely satisfying and will provide a lifetime of enjoyment.

Music assignments and practice are expected to have the same priority as homework. A good habit to establish is always practicing on the same night as their weekly lesson – preferably as soon as they return home. You may view this evening as the night when they should least be required to practice, but it is actually the most important. This will ensure that the student does not forget the new material and will reinforce concepts covered during that lesson. You are always free to contact me at home with any questions regarding your child's lesson assignment.

The development of good practice habits will go miles towards making this an enjoyable experience for your student. It is very beneficial to sit with your child during several of their practices each week as they are establishing their habits of practicing. Young children can easily get confused and will benefit greatly by your participation and guidance. Help your child develop good practice habits by:

- providing a practice environment that is free of distractions;
- setting up regular uninterrupted practice times and sticking with this schedule;
- making the student's daily practice a family priority;
- supporting your child by listening and showing interest in his or her music -don't criticize their playing;
- attending concerts and recitals with your child.

## Studio Procedures

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Students may enter the studio up to five minutes before their scheduled lesson time. If you decide to run an errand during their lesson time, please make sure you are back at the end of their lesson as the studio cannot be responsible for the child once their lesson time is through. Remember - the studio is an extension of a private residence and must be respected as such.

Lesson time must remain as focused as possible - siblings and friends cannot attend the lessons unless prearranged. Even if they remain quiet, the student is still aware of their presence and cannot fully concentrate on their lesson. It is very uncomfortable to remind a parent of this procedure should the need arise, so please help me to keep the atmosphere of the lesson time free from such disturbances.

## Parental Support

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Sufficient scheduled practice time on a daily basis is the surest guarantee that you and your child will experience consistent progress at the piano. Parental support is also vital part of music training. When parents take on an active and honest interest in their child's progress, the student responds with enthusiasm and productivity. A positive voice and gentle demeanor is necessary when working with the child during practice times.

Adults can often forget that children are rarely self-motivated and lack the maturity and discipline to put into that all-important practice session. You are their teacher when they are not at their lesson. Commitment to learning the piano requires the decision to practice on a regular basis. And you may learn something about the piano in the process!

## Attendance, Missed Lessons, and Make Up Lessons

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Regular attendance is vital to every student's progress. Each student needs to be well prepared and arrive at his or her lesson on time. The studio cannot assume financial responsibility for a student's absence, whether it be related to illness, weather, sports, etc. Monthly rates are flat fees, and will not be lowered nor refunded for missed lessons. Please bear in mind that some months contain an extra week for which there is no additional charge. It is highly recommended that you attend regularly during these months in order for you to compensate for absences you may incur during the year.

If, for some reason, a lesson must be missed, please notify the studio at least one week (or not less than 24 hours if possible) in advance.

The studio will assume financial responsibility should a lesson be cancelled by the instructor for any reason. A make up lesson will immediately be rescheduled or the month's regular fee will then be reduced by that particular amount.

## Other Activities

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While it is understood that well rounded children will participate in a variety of activities (sports, music, school groups, etc), your child's music lessons are expected to be treated with the same level of importance as any other subject your child may be participating in. You are paying for quality lessons - ensure that your child gets the most out of them!

## Music Supplies

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There is a \$200 non-refundable music supply deposit that is required at the time a student is accepted into the studio. As music books and supplies are given to the student, the cost of these materials will be deducted from the deposit.

## Performances

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It is highly encouraged that students participate in a variety of musical activities. Please inform the studio of any performance the student is considering, whether it be playing for their class, the PTA or a local talent show, as it is important to be assured that your child is as well prepared as possible.

## Lesson Termination

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Once a student is accepted into the studio, that student will be on a conditional acceptance for their first semester. If, at the end of that semester, it is determined that the student is not thriving and/or progressing, the student may be dismissed from the studio.

One month's notice is requested in the event a student wishes to terminate lessons. The studio reserves the right to terminate a student's lessons for the following reasons:

- If they are irregular in attendance;
- If they repeatedly fail to prepare assigned material;
- If they are disruptive;
- If there is any type of inappropriate behavior on the part of the student or the parent;
- Failure to pay monthly lessons in full by the due date.

*Thank you for your support in the commitment to these studio policies.*

**Kaarin Record**

**Charlotte, NC**

**www.TheRecordStudio.com**

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**COLLABORATIVE PIANO  
STUDIO POLICIES**

## **COLLABORATIVE PIANO POLICIES FOR VOCALISTS AND INSTRUMENTALISTS**

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### **Coachings and Rehearsals**

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Your music should be sent as soon as possible; since I will be using an iPad for the vast majority of my scores, I prefer music in a digital format (.pdf is best). It can be sent to my email address ([kaarinrecord@gmail.com](mailto:kaarinrecord@gmail.com)) or shared with me via Google Drive.

Genius Scan is a fantastic (and free) app for your mobile device that enables you to take scans with your phone and send the files digitally in a variety of formats. Genius Scan can be downloaded for iOS (for iPhone and iPad) or for Android.

Coachings and rehearsals will be scheduled either directly through me or through Google Calendar. If you study with a private voice or instrumental teacher and have retained me to attend, you must notify me of any lesson cancellations made by you or your teacher.