

# LeBlanc-Kinne Piano Studio Policy

## Attendance:

Students are expected to attend weekly lessons either in-person or online (Zoom). Students should arrive at lesson time promptly, with all required materials and music. They are strongly encouraged to participate in yearly recitals and other events as recommended by the teacher.

## Schedule, Absences and Rescheduling Lessons:

This studio provides year-round weekly lessons, which are scheduled and reserved monthly. Lesson time reservations must be revised or renewed **by the second to last lesson of the previous month**, and must account for vacations, planned absences, and rescheduled lessons. Once the monthly schedule is agreed upon, changes may not be made until the following month (with a few exceptions in next paragraph).

In the case of an emergency or sudden illness, notify the teacher as soon as possible about the unplanned absence so that the teacher may attempt to reschedule the lesson within the same month. In regards to illness, please do not attend if not feeling well. Zoom classes, sending videos of progress, or teacher can send videos of new lesson material can be arranged. No shows or lessons canceled by the student for any other reason, or missed lessons that could not be rescheduled within the month will be lost without credit or refunds. All teacher absences for any cause will either be rescheduled within the month or credited to the following month's invoice.

## Lesson Durations:

This studio offers weekly private lessons of the following durations:

Minute Duration of Lesson
30 minutes
45 minutes
60 minutes
90 minutes

Length of lessons will depend on student's age and level. The actual duration of lessons may vary. Sometimes the lessons go slightly over, but an effort will be made to start and end each lesson on time. In order to start lessons on time, the teacher may end a few minutes early in order to allow the student (parent if applicable) to ask questions and collect their material.

## Fees:

Please inquire with the teacher the current pricing of lessons. Note some months will vary in price depending on how many lessons per month. For example, five weeks will cost more and months with holidays may be less than the monthly average of four lessons.

## Payments and Refunds:

The number of lessons scheduled per month is used to calculate the total balance due. Payment for each scheduled calendar month of lessons is **due in advance on the last lesson of the previous month** to reserve the agreed upon lesson times. Payments received after the first lesson of the scheduled month will include a 15% late fee. There are no refunds for any reason unless the student decides to permanently cease lessons. Other than the scheduled lessons, the monthly balance may also include materials ordered and possible fees for participation in various music events, programs, recitals, etc. The studio accepts cash, check and Venmo.

## Music Materials:

The student (or guardian, if applicable) is responsible for purchasing all books and other materials required by the teacher. The teacher does not support copyright infringement, illegal copying or procuring of materials. It is the student's responsibility to come prepared and with all materials to each lesson, recital, and any other music event.

## Practice between lessons and instrument at home:

Students are required to have an acoustic or digital piano to practice on at home, located in a quiet room away from distractions. At the time of the introductory lesson, the teacher will provide a list of required features for an appropriate instrument such as a list of required features for digital pianos and advice regarding acoustic pianos. Students are required to practice a minimum of five times per week and meet the minimum practice time requirement as determined by the teacher based upon level and age of student.

## Parent Participation and Communication:

(If applicable,) It is required for the parent/guardian to be present during the lesson for students 8 years or younger. Parents are encouraged to attend and quietly observe all lessons and be active participants in practice at home. Between ages 4-6, the parent is expected to participate in the lessons and practice at home. The teacher may not be available to discuss all inquiries directly after the lesson since other students have lessons at those times. Parents and students should call or email if they want to schedule an appointment with the teacher. For any questions or concerns, the fastest method of communication is by email (Bronwyn.Piano@hotmail.com).

## Lesson Termination:

Students' lessons may be discontinued at the end of a month if they have two or more absences, or more than two unprepared lessons. Lessons may also be terminated for unpaid monthly balances or at will of any of the parties involved. If the parent wishes to terminate lessons, the teacher requires a written letter/email from the parent at least two weeks in advance.

**BY SCHEDULING, STARTING, AND PAYING FOR FIRST MONTH'S LESSONS IN THIS STUDIO, THE STUDENT (AND PARENT/LEGAL GUARDIAN) ACCEPTS AND AGREES TO ABIDE BY THE AFOREMENTIONED ITEMS SET FORTH BY THE TEACHER.**