

Studio Policies

I'm very excited to be able to have the chance to spend time teaching your child. To ensure that all parties get the most out of piano lessons I've put together a few things that I consider to be quite important.

Lesson Time, Attendance, and Missed Lessons -

- Students are expected to arrive at their lesson on time, with all required materials. If a student is late this simply takes time out of the lesson and they will still finish as usual.
- Studio membership allows the agreed upon lesson slot to be held for the student every week of the school year, regardless of whether the student turns up or not. I expect to do 35 - 40 lessons throughout the year; the fee remains the same either way. I do not teach during the school holidays, and that has been worked into the monthly fee.
- The student's lesson time will be decided mutually between me and the parent before lessons commence, and this time applies for the entire year. If you would like to change lesson time sometime during the year, that will be discussed on a case by case basis. However, this is subject to availability and cannot be guaranteed.
- If a student will be missing their lesson for any reason, they must inform me with as much notice as possible. If I've been given at least 24 hours' notice, the student may put in a request for a make-up lesson. If there is another space free within the next week, such as another student's cancellation, that space will be offered. However, should a space not be available or suitable the lesson will be forfeited.
- If a student's buddy is not able to make the lesson, the student will still finish at the usual time and we will spend the extra time on other things.
- If a student has missed school on their lesson day due to sickness, they are required to stay away from their piano lesson to protect me, other students, and our families from getting sick. I would also appreciate students washing their hands before their lessons.
- If I must cancel a lesson due to sickness or any other reason, I will offer a make up lesson either on a Saturday or during the school holidays. If the student is unable to make the lesson time offered, then the lesson will be forfeited.
- Lessons will not take place on public holidays, unless otherwise advised. This has been worked into the membership fee and scheduling.

Expectations for Home -

- It is of the utmost necessity that the student has consistent access to an acoustic piano, or a good quality digital piano or weighted keyboard, to practice on at least 5 days a week. Without a proper instrument there will be very minimal progress.
- Students are required to practice for the length of time agreed upon by me and the student at our lessons. General expectations are at least 15 minutes a day for young beginner

students, and then 20-30 minutes a day after the first 6 months or so, continuing to increase as they get older.

- The parents/guardians of a student are expected to be active participants in the learning process. This includes keeping in contact with me to stay up to date with progress, reading the student's notebook each week to see what they should be achieving in their practice, and encouraging the student in daily practice.

Payment -

- Studio membership fees are to be paid within the first week of every month from February to December. I would advise setting up an automatic payment so that it isn't forgotten, as I do not plan on sending out reminders every month. Fees remain the same regardless of how many lessons happen to take place in any given month.
- If you are unable to pay the fee in time, please let me know and that will be discussed on a case by case basis. If a fee is late without explanation, a 10% late fee will apply. If fees remain unpaid, I reserve the right to discontinue lessons.
- After signing up, students are required to attend lessons for the entire year. Should you wish to discontinue lessons sometime during the year, a cancellation fee of one extra month's membership after lessons cease will apply.



Kimberly's Piano Room