## **Music Instruction Policies**

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**Student Enrollment/Registration:**

All returning students will complete the new registration and enrollment forms prior to each Academic Year.

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New students are welcome to arrange to meet the teacher and visit the Music Studio prior to enrolling. If choosing to enroll as a student at The Lark's Nest Music Studio, a **Registration Form** must then be completed, which will include a Photo and Video Release form for media used on this website, our Facebook page, and our YouTube page, along with the **Enrollment Agreement**. The first month of **Tuition** will be prorated according to the student's starting date and must be received before the first lesson.

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**Arrival and Departure:**

In music, timing is everything! Please be punctual for lessons and take into consideration traffic concerns when traveling. Lost time because of late arrivals will not be made up or added to the end of the lesson. Likewise, please be courteous to other students by arriving no earlier than two minutes prior to a lesson and keeping conversation brief when leaving a lesson.

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**Being Prepared for Lessons:**

Students must have all books currently in use available at each lesson. This includes music books, supplemental materials, as well as the binder with assignment pages and resources that will be provided by the Music Studio.

Being prepared with assignments as requested and being responsible for bringing all the relevant books and materials are an important part of music study.

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**Daily Playing Time:**

Making music a daily part of everyday activities will make a huge difference in a student's success and progress. A student **must** have uninterrupted and concentrated time without distractions from other family members and sounds in the home.

Assignments will be given each week based on age and ability to encourage progress and the enjoyment of music study. Special assignments will be given including the whole family by listening or participating in some way, for a student thrives with family support and encouragement.

The amount of time required throughout the week for each student to complete assignments varies, but the following basic guideline is a good recommendation:

* Young Beginner: 10-20 minutes each day
* Older Beginner: 20-30 minutes each day
* Intermediate: 30-45 minutes each day
* Advanced: 1 hour each day

If concentration is a problem, it is suggested that the total time be divided into smaller segments suitable for the student. If the student is quite young, parent involvement is essential! Playing time should be an enjoyable, productive time, not a struggle. It is quite helpful for parents of beginning students to sit with the student at least 3 times a week to help the student organize their time and to support the student's endeavor and progress.

The most important reminder for students of all ages is to enjoy making music. YOU 'get' to play the instrument you have chosen to learn, not 'have to' or 'should'. It is such a gift to have the opportunity to make music and it is my primary goal to help you discover what makes it the 'best thing ever' for you!

**Performance:**

Opportunities will be available at least twice a year to share music with others. The experience gained from these performances is immeasurable, building confidence and self-esteem. We love to play for coffee houses, art walks, and retirement communities, just to name a few.

In addition, students will gather together several times throughout the year. These gatherings showcase a variety of ages, skills, abilities, broader repertoire, and...are just plain FUN! Students are given the incentive to improve their performance skills and polish pieces, thus improving practice habits. And, best of all, students develop a camaraderie for their fellow students and encourage each other in a positive way.

**Absences and Missed Lessons:**

Enrollment as a student in The Lark's Nest Music Studio reserves an exclusive weekly time on the Music Studio Calendar. Choose a lesson time which you feel confident will work for your schedule, for it is ***not possible******for student absences to be made up or rescheduled*.**

If a lesson must be missed due to inclement weather or if a student is contagiously ill, yet feels well enough to play, having a lesson via Skype or FaceTime is a viable option for that week and a great way to still have a lesson. If a vacation time does not coincide with the vacation days listed on the Music Studio Calendar, students will be given resources to explore during their time away to keep them up to date.

***ONLY*** teacher absences will be made-up, either at your earliest convenience or with an adjustment to tuition.

**Tuition and Fees**:

Tuition covers enrollment as a music student at The Lark's Nest Music Studio for the Academic Year of September through June. Summer Music Camp is encouraged, but not required, and is billed separately.

Tuition offers students 32 lessons or classes, master classes, resources, and more.

To have a better understanding, here is an informative brochure - ***[Where Does My Tuition Go?](https://composecreate.com/students/wendys-piano-studio/studio-info/where-does-my-tuition-go/)***

Tuition is divided into ten equal monthly installments, due on or before the 1st of each month.

Tuition will be prorated for students who enroll after the start of the Fall session.

Reminders for tuition due dates will be posted in advance on the calendar and in email correspondence.

Late payments will incur a late fee of $1 for each day late.

Only cash (no checks), automatic withdrawal using your bank's online bill pay, or credit card/debit card via [**Paypal**](https://www.paypal.me/TheLarksNest) payments are accepted for tuition payments. Receipts will be available upon request for record-keeping.

Other fees will include music books and supplemental material, adjudication fees (if applicable), etc. which are the student's financial responsibility.

**Moving or Changes:**

Please notify me **30 days in advance** of any changes to your enrollment as a music student at The Music Studio.

Thank you!

**Have a question or comment?**

The best ways to reach me are emailing - **VisitTheLarksNest@gmail.com** or texting - **206-552-0876**. I always welcome emails or text messages from students or parents during the week, for questions or comments regarding assignments or other matters. I will always reply as soon as I am able! **Thank you for enrolling at The Lark's Nest Music Studio and making music an important part of your world!**

Music Instruction Policies - August 2018

The Lark’s Nest Music Studio