



# *Jennifer's Piano Studio LLC*

## **Lesson Policies**

- **STUDENT AGE & READINESS LEVEL:** In general, first grade or later is a wonderful time for most children to start taking piano lessons. For students younger than first grade, please contact me to discuss the curriculum, teaching approach and individual student readiness. (I use a separate curriculum with preschool students.) I also welcome older beginners and adult students.
- **LESSON LENGTH:** Lessons are usually weekly and one-half hour in length, although longer lesson times may be available for older or intermediate-level students. Please check with me for availability if you are interested.
- **PRACTICE POLICY:** Regular practice is critical for progress to be made. Students are expected to practice regularly (at least 5 days a week). Suggested practice times are as follows: 10-15 minutes per day for early beginning-level students, 20-30 minutes per day for later beginning-level students, 30 minutes per day for intermediate students and 45 minutes or more per day for advanced students. Students (high school and younger) will be required to keep track of weekly practice and may be asked to sign a practice agreement.
- **PERFORMANCE PHILOSOPHY:** Performance is strongly encouraged, but is not a required part of the lesson experience. Students will have the opportunity to participate in a spring recital. Other performance opportunities will also be available throughout the year.
- **MATERIALS:** Students will purchase their own required books and supplies; these are not covered by the tuition fee. Students may borrow supplemental materials from my personal music library. It is assumed that these items will be treated with proper care. Students are responsible for paying the replacement cost of lost materials or those damaged beyond repair.
- **PAYMENT METHOD:** Payment is due at the start of each trimester (See dates below). Payment should be in the form of cash or a check made out to **Jennifer's Piano Studio LLC**.
- **TUITION RATES: Tuition is billed on a trimester basis (September-November/December-February/March-May):**
  - Weekly 30 minute lessons will be billed at a rate of \$250/trimester
  - Each trimester will have 11 lesson opportunities. **Tuition is due no later than the first lesson date of each trimester: September 8** for the fall trimester, **December 1** for the winter trimester and **March 9** for the spring trimester. A calendar of lesson dates may be found at my website: [jenniferspianostudio.net](http://jenniferspianostudio.net)
- **CALENDAR DETAILS:**
  - There will be no lessons Tuesday, December 22 through Monday, January 4 (Winter Break).
  - There will be no lessons the week of Tuesday, March 30 (Spring Break).

- Makeup lessons will be offered on the following **Open Makeup Lesson dates**: Tuesdays, November 24, March 2 & June 2. If any students have a Wednesday lesson date, makeup lessons will also be offered on the Wednesdays of the weeks mentioned above.
- **CANCELLATION POLICY**: Please notify me in advance if you are ever unable to make your lesson time. Cancellations may be made by email at [jzuhlke@gmail.com](mailto:jzuhlke@gmail.com) or by phone/text at 608-698-7390. There is no refund given for a missed lesson that you cancel.
- **RESCHEDULING POLICIES**:
  - Please make every effort to attend your scheduled lesson or make use of the "Swap" List (see below). As I will be unable to offer makeup lessons when I do not have child care available, rescheduling outside of a designated "Makeup Lesson Day" will not be possible. (See note below for more information.)
  - **Open Makeup Lesson Days**: These are open dates on which no regular lessons will be scheduled. However, if you miss a lesson you may request a makeup lesson on one of these dates. See "**Calendar Details**" above for these dates.
  - If I need to cancel a lesson I will make every attempt to reschedule it or you will be given a full refund for the lesson.
  - **NEW IN 2020**: If you are unable to make a lesson in person due to family illness, weather or other circumstance you may request an online lesson in its place. **All online lesson requests should be made by noon on the lesson day** and will normally be held during the student's regularly scheduled lesson time, unless another time has been arranged with and pre-approved by me.
  - Please see my **Inclement Weather Policy** for information regarding weather related cancellations and rescheduling.
- **"SWAP" LIST**: This is a list of students who are willing to consider a lesson time "swap", should you ever need to reschedule. If a scheduling conflict comes up with your lesson time, you are welcome to contact any family/student on the list to see if they are willing to switch lesson times with you that week. You may also "double up" for a longer lesson, by offering your lesson time in any given week to the student before/after you, and then using their time the following week. Being on the list does not obligate you to swap with another family, but it does let them know that you would consider a one-time switch if it fits your schedule. Please let me know if you would like to be included on the "Swap" list or would like more information about it.
- **QUESTIONS?** Please contact me at either [jzuhlke@gmail.com](mailto:jzuhlke@gmail.com) or 608-698-7390. I would be happy to speak with you about your or your child's musical education or other concerns.

**I have read Jennifer's Piano Studio, LLC lesson policies above and agree to follow them.**

\_\_\_\_\_  
Student's Signature (Parent or Guardian's if under 18)

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(Date)