

# Policies for Private Piano Study at Woodward Academy 2011-2012

**\*\*For Students and Parents- Please read carefully and keep on file.\*\***

**OUR GOAL:** *We aspire to develop students into confident, skilled pianists. Through piano study, we hope that students will gain a wealth of knowledge that will impact their lives entirely. Students will be introduced to a wide range of literature, from Baroque to Twentieth Century. Along with piano literature, students will develop strong sight-reading, aural, and technical skills.*

*Regular lesson attendance and practice at home are expected of all students.*

**1) ATTENDANCE** – All scheduled lessons that need to be missed for any reason must be cancelled, by way of email or phone call to the teacher. Please contact the piano teacher **prior** to the lesson day if your child is going to miss a lesson. **If this is not done, tuition will be charged.** In the case of emergency, please contact the teacher as soon as possible. Every attempt will be made to reschedule missed lessons when the teacher has been notified in advance. Due to difficulty in scheduling, make-up lessons will be given at the teacher's discretion. Make-up lessons may be given privately or in a small group lesson. The teacher is not required to reschedule lessons missed in the case of student forgetfulness.

**2) TUITION** – Tuition will be charged to the student's Woodward account and invoices will be mailed to the specified address by Woodward Academy. Tuition is charged at the following rates:

<b>Lesson Arrangement</b>	<b>Rate</b>
1 Short Lesson (20-30 min.)/Week	\$25.00/Week
1 Regular Lesson (35-45 min.)/Week	\$37.50/Week
2 Short Lessons/Week	\$50.00/Week
1 Long Lesson (50-60 min.)/Week	\$50.00/Week

**3) LESSONS** – Lesson lengths depend on the time of day and the Woodward Academy class schedule. The scheduling of lessons will conform to the Woodward Academy Calendar, including holidays and exams, during which no lessons are taught. Returning piano students will receive priority in scheduling. New students will be scheduled on a first-come basis and according to availability. Lessons may be scheduled during lunch, recess, middle school study hall/tutorials, before school, and after school. Lessons are taught in studios on the third floor of Richardson Hall. **Parents will be notified by their preferred piano teacher to discuss scheduling and billing.**

There will be days during the school year when students will be on a different schedule (Fridays are typically on a different schedule than the rest of the week). **If this happens, students are still expected to come to their lessons.** This is not the case when the student is required to be at an assembly or class meeting. This is particularly important for those who have lunch lessons. **If the student fails to notify his/her teacher of the required event in a timely manner and does not come to the lesson, tuition will still be charged.**

**4) REGISTRATION** – A non-refundable \$25.00 fee is due upon registration. This fee will be used for piano maintenance. **Please make the \$25.00 check payable to Woodward Academy.** The piano teacher will bill parents directly for student music books\*\* and other materials throughout the year as needed.

**\*\*Music Books:** Students are required to bring their music books and other materials to **all** lessons. If the student forgets his/her music, he/she is still expected to attend the lesson. It is recommended that parents help oversee their child's materials and assist in practice at home.

**Termination of lessons:** A 30-day written notice is required to terminate lessons. If notice is not given, the month's lesson fees will still be due by the end of the month.

**5) CALENDAR OF EVENTS** – TBA. It is our hope that we provide our students with as many performance opportunities as possible. These events, while **not mandatory**, are highly encouraged.

- Semester Recitals
- Student Solo Recitals
- School-wide Performances
- Local/State Competitions and Auditions

**6) CONTACT INFORMATION** – Please feel free to contact Mrs. Kidd, Mrs. Thompson, Dr. Wasserman, or Suzanne Woodruff – Choral Director if you have any questions or concerns. \*\*Please note that private piano instructors do not have Woodward email addresses.

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