

**AMY WORK'S PRIVATE PIANO INSTRUCTION**  
**\*\*\*\*STUDIO POLICY\*\*\*\***  
**September 2023 through August 2024**

*My mission is to bring happiness, satisfaction, and success to each of my students so they may reach their full potential and become skilled musicians who will play and enjoy the piano for the rest of their lives.*

**My program of instruction includes the following activities:**

- Twenty-six 45- and 60-Minute Private Lessons from September 11<sup>th</sup>, 2023, through June 14<sup>th</sup>, 2024
- Eight 90-Minute Theory and Performance Group Workshops
- Administrative Work and Adjudication Time
- Recital, Festival, Competition and Concert Preparation
- Theory and Sight-Reading Preparation
- Technical Development
- Ear Training
- Improvisation
- Composition
- Musicianship and Artistry Skill Preparation
- University/College Course Preparation
- Certificates, Gifts and Awards
- Sight-Reading Material

**TUITION FEES:**

- \$230 per month – 45-Minute Weekly Private Lessons (September-June)
- \$280 per month – 60-Minute Weekly Private Lessons (September-June)
- \$70 – One 45-Minute Single Private Lesson
- \$85 – One 60-Minute Single Private Lesson
- \$85 – One 90-Minute Single Group Class

Monthly tuition is payable in advance and is due on the FIRST of every month. There will be a \$25.00 late fee for any payment received after the 1<sup>st</sup>. Tuition can be sent through Zelle, Venmo, PayPal, Apple Pay or by check.

**PRIVATE LESSONS:** There are twenty-six private lessons scheduled throughout the calendar year from September 11<sup>th</sup>, 2023, through June 14<sup>th</sup>, 2024. The day and time during the week will be pre-arranged with the student and parent. Forty-five- and sixty-minute sessions are available.

**GROUP CLASSES:** There are eight group classes scheduled throughout the calendar year. Group classes will be held Tuesday, Wednesday, or Thursday of the following weeks. Please see the private and group class schedule for more details.

(NOTE: THERE ARE NO PRIVATE LESSONS THE WEEK GROUP CLASSES ARE HELD)

1. October 3<sup>rd</sup>-5<sup>th</sup>, 2023
2. \*\*\*October 30<sup>th</sup>, November 1<sup>st</sup>-2<sup>nd</sup>, 2023 – **Please note change in dates.** \*\*\*
3. December 12<sup>th</sup>-14<sup>th</sup>, 2023
4. January 30<sup>th</sup>-February 1<sup>st</sup>, 2024
5. \*\*\*February 21<sup>st</sup>-23<sup>rd</sup>, 2024 – **Please note change in dates.** \*\*\*
6. April 9<sup>th</sup>-11<sup>th</sup>, 2024
7. April 30<sup>th</sup>-May 2<sup>nd</sup>, 2024
8. May 28<sup>th</sup>-30<sup>th</sup>, 2024

Group classes consist of 4-6 students and are assigned based on age and skill levels. Elementary students are grouped together, and middle/high school students grouped together. Group class times will be pre-arranged with students and parents based on their schedule availability.

**REGISTRATION FEE:** Each student should register for the academic year by July 15th to confirm their lesson time for the fall. Each student's **registration fee is \$300** and covers ALL music expenses for the calendar year. This includes supplies and books, recitals, festivals, non-competitive and competitive events (excluding the International Elite Competition), sight-reading and theory materials, adjudicating and administrative fees, special materials, group class materials, and gifts, certificates and awards given to students throughout the calendar year.

**NEW STUDENTS:** I offer a free one-hour interview and lesson for all new students at the time of their initial assessment.

**MISSED LESSONS:** Students will be charged for all lessons scheduled for the month. Although I am not obligated to schedule make-up classes for those missed due to non-attendance, illness, vacations, doctor appointments, or any other holiday not included in the studio calendar, I will attempt to do so at my discretion. Lessons will be made up and rescheduled only with advanced notice and/or prior arrangements. Please allow at least 2 days for me to rearrange a student's lesson time. \*\*\*Please note, if a student forgets his/her lesson, there will be no refund and the lesson will NOT be made up.\*\*\* In the event that I cancel a lesson, a make-up lesson will be re-scheduled.

**SCHOOL HOLIDAYS OR CLOSINGS:** Lessons will be held as usual.

**SCHEDULED HOLIDAY BREAKS - NO PRIVATE/GROUP CLASSES HELD.**

**Please mark your calendars!**

SEPTEMBER 5-8, 2023.....LABOR DAY HOLIDAY  
NOVEMBER 20-24, 2023.....THANKSGIVING HOLIDAY  
DECEMBER 18, 2023 - JANUARY 5, 2024.....WINTER SEMESTER BREAK  
MARCH 25-APRIL 5, 2024.....SPRING BREAK  
JUNE 17-JULY 5, 2024.....SPRING SEMESTER BREAK

**NOTE:** These are paid holidays; monthly tuition will not change during these times for any reason. Tuition is calculated based on a yearly lesson plan and then divided evenly into ten equal monthly payments from September through June. Each student will receive 26 private lessons and 8 group workshops beginning September 11th, 2023, and ending June 14<sup>th</sup>, 2024.

**SUMMER LESSONS** will be scheduled in May 2024 and will accommodate each family’s summer plans, vacations and camps. I strongly encourage continued education and will offer private lessons, group classes and music camps to ensure forward progress throughout the summer months. Students must attend summer classes to continue their study with me in the fall semester.

**ARRIVAL TIME:** Please arrive on time for your scheduled lesson. A late arrival does not justify a late departure! If you are late to a lesson, the lesson time will not be extended. If you arrive early, please wait silently in the living room before your lesson begins. PLEASE DO NOT walk around the house.

**PARENT SUPERVISION:** It is not recommended that parents remain in the studio during private lessons unless the student is a very young beginner. I strongly encourage student independence, and therefore do not recommend that parents sit-in and observe the lessons. I have found that this practice prevents distractions between the student and teacher and enables the student to share ideas and be more creative throughout the lesson. For parents of young beginners wishing to observe lessons, I ask that you please observe from the living room and not in the studio.

**GROUP CLASSES:** Parents are not permitted in the studio during group classes. Please drop off your child(ren) at the start of class and pick them up after the 90-minute session. Thank you!

**TERMINATION OF LESSONS:** If lessons are terminated either by the teacher or student, a minimum of **30 days** advanced notification must be given. If terminated by the teacher, the tuition paid will be prorated based upon the cost of lessons, rehearsals, and administrative time provided. If

lessons are terminated by the student with less than 30 days advance notice, the full amount of the tuition is due and payable for that period of 30 days.

**PERFORMANCES/WORKSHOPS:** All students, when ready, are encouraged to participate in appropriate musical events. Pupils who are to perform should have their material memorized one month ahead of performance date. This is the only way to insure a confident, musical presentation. Student performance rehearsals/group classes held throughout the year are mandatory. Students must attend these rehearsals to participate in student recitals and festivals. They are very important and a commitment to our studio calendar. No exceptions!

**PHONING HOURS:** Please feel free to call or text me anytime if you have any questions/concerns or need to reschedule a lesson. My cell phone number is (703) 447-4826.

**PARKING:** PLEASE DO NOT PARK IN THE DRIVEWAY OR NEAR THE MAILBOX. Please Park on Narrawood St. (a distance away from the neighbor's driveway across the street) and use the walkway to enter the studio.

### ITEMS TO HAVE AT LESSONS

1. Assignment Binder – this is used for notes and weekly assignments given at each lesson
2. Repertoire, theory, lesson, performance, note-speller, sight-reading, technique, and scale books
3. A double-pocketed folder for worksheets handed out at lessons
4. Any other worksheets handed out at lessons and group classes

### MUSICAL “MUSTS”

- PRACTICE EQUIPMENT – A good piano at home is essential for optimum progress. TUNING is to be done at least once a year and is best done during our climate's milder seasons. To schedule a tuning, please call Ruggero Piano at (919) 839-2040.
- METRONOME – A super invention by Johann Maelzel (1772-1838). It never “lies” and is guaranteed to keep you on a steady rhythmical course, developing keen listening habits, as well.
- PROPER LIGHTING – Both music and keyboards must be seen without eyestrain. Please position your piano or keyboard in an area with minimum distractions and interruptions.
- PENCIL AT PIANO – A capable tool that helps avoid headaches (yours and mine), save valuable lesson time, and does wonders for noting problem spots. It allows you to annotate comments, teacher questions and practice times.

### MORE MUSICAL RECOMMENDATIONS

- Trim nails.
- See that hands are clean and “unsticky” before coming to the studio.
- Please wash your hands, thoroughly, with soap before you have your lesson.

- Please always remove your shoes before entering the studio and place near the coat rack out of the way of the front door.
- Observe and attend all private and group lesson dates and times.
- Refer to this studio policy and website when in doubt about most things regarding your participation here.

**PRACTICE TIME: YES! YES! YES!** YOU DO HAVE TO PUT YOURSELF INTO THE REAL WORLD OF WORKING TO ACHIEVE! The important thing is that you sit down at the piano every single day. Even with students’ crammed schedule, the possibility of practicing ten quality minutes is better than no practice time at all. You must practice to improve and to become a better musician. It may not come naturally, so you MUST, MUST, MUST practice to fulfill and accomplish your goals.

**NOTE:** If I see a pattern of inappropriate practice efforts, I will recommend your child move to another studio. I am looking for students who are hardworking and will complete assignments and accomplish goals. You must practice consistently, effectively, and efficiently to remain a part of my studio.

**SET SMALL DAILY GOALS, EXPECT PROGRESS and PERSIST! THE SURPRISE WILL BE IN YOUR WANTING TO PRACTICE BECAUSE YOUR MUSICAL SUCCESS WILL AMAZE YOU, AND OTHERS!!!**

CONSIDER THE FOLLOWING DAILY PRACTICE PROCEDURE AS AN OUTLINE:

30 Minutes	45 Minutes	60 Minutes	90 Minutes	Practice Phase
3 Minutes	5 Minutes	5 Minutes	5 Minutes	Technical Exercises
7 Minutes	10 Minutes	15 Minutes	25 Minutes	Learning a new piece
5 Minutes	10 Minutes	10 Minutes	20 Minutes	Continued work on pieces
5 Minutes	10 Minutes	10 Minutes	20 Minutes	Memorization
5 Minutes	5 Minutes	10 Minutes	10 Minutes	Sight Reading
5 Minutes	5 Minutes	10 Minutes	10 Minutes	Review Repertoire
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30 Minutes	45 Minutes	60 Minutes	90 Minutes	Total Practice Time

The above is an organized, logical practice plan, covering multi-musicianship elements that are essential to becoming a functional, skilled, and knowledgeable pianist. Conflicts to these scheduled times do occur and you may find it necessary to take minutes from one phase and apply to another. This is called “prioritizing” and can be productive, as long as the overall musical picture is not neglected.

**STUDENT AND PARENT CONTRACT – September 2023 through August 2024**

We, \_\_\_\_\_

... WILL REMEMBER to bring all required music and items to lessons

... WILL ARRIVE with CLEAN HANDS and TRIMMED FINGERNAILS

... WILL PRACTICE DAILY for as long as is necessary to prepare my weekly assignments

...WILL REMEMBER to submit monthly tuition in a timely manner on or before the 1<sup>st</sup> of the month

...HAVE READ, UNDERSTAND AND WILL ABIDE BY THE STUDIO POLICY CONTRACT:

Signatures:

Student (s) \_\_\_\_\_

\_\_\_\_\_

Parent(s) \_\_\_\_\_

Teacher \_\_\_\_\_

DATE: \_\_\_\_\_

Parent Telephone Numbers (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

\_\_\_\_\_

Parent Email Address(s) \_\_\_\_\_

Do you authorize the use of any photos and/or videos to be displayed on the [workpianostudio.com](http://workpianostudio.com) website?

Please check yes \_\_\_\_\_ or no \_\_\_\_\_