

Baier Music Studio Policies

Teacher Responsibilities

It is my mission as a teacher to cultivate the passion for music to students. I strive to ensure a positive and safe environment while aiding students to become well-rounded in their musical studies.

Student/Family Responsibilities

Students agree to arrive to each lesson promptly, well-prepared, with their music, pencil (for note-taking), singing/piano practice planner, and a recording device (if lessons are in-person). Regular practice is necessary outside of the lesson to ensure progress is being made.

If the student is younger than 7 years of age, the teacher asks that the parent or guardian speak with me after the lesson so that they can help facilitate their child's practice that is needed outside of the regularly scheduled lesson.

Students are welcome to utilize the practice log in MyMusicStaff to mark down their practice as well as use a practice planner. Please do not hesitate to ask questions about assignments. This ensures that the students and parents fully understand the assignments given. If the student needs recommendations on practice planners please do not hesitate to ask.

Parents: Please make the teacher aware if anything is affecting your child at home or school. This ensures that I can be more understanding of your child's needs.

All students are encouraged to sing/play at the studio recitals and participate in auditions for local ensembles, competitions and musical productions. If there is such an opportunity, please inform me at the next lesson so that I can help prepare you or your student for the occasion.

For piano students, you must have your own instrument to practice at home. If you have questions or would like input on the purchase of a keyboard or piano please let me know. I am happy to set arrangements to meet the student and their family for piano/keyboard trials and make specific recommendations.

Schedule

The studio schedule is based on the number of assured lessons in the calendar year. There will be a minimum of 42 lessons given throughout the year, and the weeks where lessons are not held (due to holidays or personal performance opportunities) will be communicated in advance. This allows for ten weeks where lessons are not scheduled. These ten lessons are not included in the tuition payments, any break from lessons will not impact tuition payments.

Tuition and Payment

Tuition is flat-rate for each month and includes lessons scheduled in that month based on the studio schedule. Invoices will be sent by the 25th of the month prior for all registered students. Invoices will mirror this flat rate, and will also list the lessons scheduled that month for each student.

In the case that there is a 5th weekly lesson in the month, this has been factored into the flat-rate tuition. Pre-planned absences and holiday breaks have also been factored into the rate and will be communicated well in advance.

Payment received after the first of each month is subject to a \$10 late fee. Payment received after the 7th of the month is subject to an extra \$10 late fee and the lesson time for that student may not be retained for the next month.

Frequent late payments may result in termination of the student's enrollment. Automatic payment is available for all students and is the preferred method of payment. Venmo, PayPal and Zelle will not be accepted.

Cancellation Policy

The teacher requires a 24 hour minimum notice for any absences. If the student does not give at least 24 hour notice a makeup will not be provided. If 24 hour notice is given, a makeup will be provided.

Each month, one day will be offered for makeup lessons. This date will be announced at the start of each month via email. If the student cannot make this makeup day, the teacher can offer a video exchange lesson. This option would not be a live lesson, but the student would provide a video recording to receive

feedback in place of the missed lesson. If neither of these options are feasible for the student the credit may be forfeited.

Makeup lessons do not count as credit for the next month's tuition.

Students are able to reschedule up to three lessons per term. Additional make-up lessons may be available for summer scheduling with advance notice.

Lessons canceled by me will be given as much notice as possible and will be rescheduled within 30 days.

Monthly invoices are based on the number of lessons the studio schedules that month and will not be altered. Planned vacations or other conflicts communicated in advance receive a make-up lesson credit for that month.

Tardiness

The student will contact the teacher by phone if they expect to be late for a scheduled lesson.

If a student arrives 10-15 minutes after their scheduled lesson time has begun, the teacher will complete the lesson in the remaining portion of the time slot.

Additional time for student tardiness is not guaranteed. If the student arrives more than 15 minutes late without notifying the teacher, the lesson is forfeited.

If the teacher arrives after a scheduled lesson has begun, the teacher will give additional time past the time slot to compensate for their tardiness with mutual acceptance of the student's schedule.

Policy on Illness

For students that I teach in person, if you are sick with Covid, have been exposed to Covid, waiting on test results or have symptoms the lesson for that week will be moved to online if it is possible for the student and teacher.

The same will follow if the teacher has Covid, been exposed, waiting on test results or has symptoms.

Online Lesson Environment

Online lessons give us more flexibility for lesson locations. To ensure a successful lesson, the student **must** be in a fixed, nonmobile location where they can video chat and use their music. The student must be in a room free from distractions both in the room and nearby (e.g. parties, family events, friends visiting) where they can use their computer or mobile device to actively participate in their lesson.

If an excessively distracting event arises or is planned for the same time as the lesson, please follow the procedures noted in the cancellation policies. It's as understandable as it is unavoidable that occasional distractions will occur at home.

The goal is to avoid an environment where the teacher has to compete against fun and exciting distractions for the student's undivided attention. That is unfair to not only the teacher, but the student.

IMPORTANT: If distractions make it impossible to continue the lesson, it is the sole discretion of the teacher to not only stop the lesson early but to collect the full amount for that day's lesson if warranted. All decisions made by the teacher on this matter are final.

For online lessons via Zoom, I record the lesson for practice purposes for the student and to track their progress. The recording then goes into a private, personalized Google Drive folder so that the student has access to download their video for practice. If you would prefer not to utilize this option, please inform me via email.

Music & Materials

Each student is responsible for obtaining the necessary music and materials for lessons. Materials will be given by me and the student will be expected to have the supplies no later than two weeks after they have been assigned. Advanced notice will be provided whenever possible.

Commitment

When students register, they are preserving their place in the studio for a whole term. Changes to weekly schedules may be made on a case-by-case basis each month before tuition is due.

If the student decides to pause during the course of a term, tuition for the rest of the term still applies. Adjustments to this policy are on a case-by-case basis.

If the student or parent intends to pause lessons after a semester, please provide at least one month's written notice of withdrawal (please notify me one month before the date that your next payment will be processed). Your one month's notice will prevent future charges.

Provided that one month's written notice of withdrawal is provided, for your flat rate payment plan: No refund will be given for missed lessons already paid for.

Fall Term – September through December

Spring Term – January through May

Summer Term – June through August

Please note that a student's spot will not be ensured for the fall term if they were not registered in lessons during the summer term.

Photo and Release Form

On occasion, I use photos and short videos of my students on the website, or in social media posts. These videos and posts are inspiring to other students and helpful to other teachers. If you do not want you or your child's image(s) to be utilized, please inform me via email. Students usually love to see their pictures and videos on my website or on social media. They find it encouraging and exciting to think that others want to know what they are learning. When posting on my website or social media students will be recognized by first name only.

Communication Preferences

When communicating with the teacher, students are asked that they email the teacher between the following hours:

- Monday-Friday 10am-8pm
- Saturday 9am-5pm

Please allow 24 hours for response to all communication during the week.

Communication outside of the studio operating hours may have a longer response time, any emails or texts that come in on Sunday will be answered the following Monday.

Email is my ideal method of communication, as texts may not be seen while teaching.

Studio Events & Performances

The studio hosts two live virtual recitals each term via Zoom. Participation in the recitals is strongly encouraged. Recital dates will be announced at least three months in advance to help students prepare and gather materials for the recital.

If the student wishes to participate, but is unable to perform on the scheduled recital dates the student has the option to send a virtual performance singing or playing their selected piece for the recital.

Please ensure you have read the above policies carefully. Continuation of lessons with Baier Music Studio constitutes an agreement with the above terms. All decisions about lesson make ups and refunds are **final**.