

# **Heidi D. Jones**

## **Piano Studio Handbook**

### **Attendance & Scheduling**

Regular lessons are a vital part of learning an instrument and help to establish good habits while maintaining a high level of enjoyment. **Attendance is expected at each lesson unless the lesson is cancelled 24 hours prior to the scheduled lesson time.** If the lesson is not cancelled 24 hours in advance, the lesson fee (and possible late payment fee) will apply. In order to optimize lesson time, lessons will start and conclude at the previously agreed upon scheduled time. I will only wait a maximum of 10 minutes for a late student. After 10 minutes has passed, the lesson will count as a "no show" and payment will be required and will carry a possible late fee. Students are expected to have all materials ready at the start of the lesson.

While special circumstances, mixups, and scheduling errors happen on occasion, if three consecutive lessons fail to be cancelled in the appropriate amount of time, this could result in dismissal from the studio.

Exceptions - illness, family emergency, school closing/early release due to inclement weather. Other situations will be handled on a case-by-case basis as appropriate.

School closings/early release due to inclement weather - If school is cancelled for the majority of Portland and/or Vancouver schools, lessons will be cancelled for the day. If you are unsure, please call, text, or email.

Lessons held during the school year will be kept as regular as possible from week to week in order to maintain continuity. Summer lessons (July and August) will be scheduled one week in advance, on a first-come-first-served basis at the discretion of the teacher.

Allowance of two lessons will be permitted without a signed and dated Student Information and Lesson Agreement Form.

## **Practice Expectations**

Regular, quality practice is essential to success, progress, and overall enjoyment while taking lessons and learning to play the piano. Students are expected to practice a minimum amount of time each day and come to each lesson with any worksheets or assigned homework completed.

Suggested practice times are as follows:

1. Beginner = 15 – 20+ minutes, 5 days per week
2. Intermediate = 30 – 45+ minutes, 5 days per week
3. Advanced = 1 hour – 1.5 hours+, 5 days per week

\*This allows for 5 days of practice, 1 day for rest, 1 day for a lesson.

I'm happy to provide practice charts if you are interested.

## **Payment**

Lessons may be paid by the month or by the lesson and are **cash only** (checks or other forms of payment will not be accepted). Monthly payments are due in full on the first scheduled lesson of each month. If you prefer to pay per lesson, the payment is due at the time of the lesson. A late charge of \$5.00 will be added to each lesson that is not paid on time.

**\*Please contact for lesson rates.**

\*\*Refunds will not be given unless the scheduled lesson is cancelled 24 hours in advance.

\*\*\*Mileage costs will be factored in when appropriate. Lessons outside a 20 mile radius of my home will carry an additional mileage cost of \$0.40/mile in addition to the regular lesson fee.

## **Required Materials**

In order to have a positive experience and progress, proper materials are needed. I am more than happy to help locate materials, offer suggestions, and provide resources and many lesson books and materials can be easily found and ordered online.

The following supplies are required of all students:

1. Piano or keyboard – must be in good working order, have the needed range/ number of keys for the student, pedals in good working order
2. Required texts – etude books, solo material, additional music and handouts, etc.
3. Notebook/Assignment Journal
4. Metronome – Metronomes can be purchased at local music retailers, through online sources, or downloaded as an app to a phone or tablet