

# Studio Policies

## 2020-2021

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**Enrollment** into Dove Music Studio takes place on August 1<sup>st</sup> of each year. Enrollment is for a full year, and includes a full music education package containing:

- 44 weeks of lessons
- 3 weeks of make-up lessons
- 5 weeks off (see below)
- Festival eligibility
- All music & books needed for lessons / festivals
- 2 recitals per year
- Awards students may earn throughout the year
- Holiday party
- Organization affiliation

An **enrollment fee** of \$35 per student is due at the time of enrollment. Early-bird enrollment is lowered to \$25 per student and due by **August 15th** of each year. If a student joins the studio mid-year, the full enrollment of \$35 is due and will not be prorated. Then the new school-year routine will begin the following August.

**The studio calendar** is posted on the studio's website ([www.dovemusicstudio.com](http://www.dovemusicstudio.com)). The curriculum is divided into 3 terms. Each term lasts 4 months. Students should check the studio calendar for event times and locations, studio holidays and teacher's days off. **If schools are canceled** due to inclement weather, the teacher may still provide the lesson. If the roads are hazardous, lessons will be provided via Skype. The term schedule is:

- Fall term starts September 1
- Spring term starts January 1
- Summer term starts May 1

There are **no lessons** the **weeks** of:

- Thanksgiving
- Christmas
- One week off during Summer (Varies by Teacher)
- New Years
- Spring Break

**Tuition** for lessons is charged based on 44 lessons per year, then broken up into 12 monthly even-pay installments. There will be no exceptions made to this billing system. Based on teacher availability, students may be admitted into Dove Music Studio individual studios after normal enrollment dates. New students must pay their first installment by the beginning of their first lesson and have an enrollment form completed, accompanied by the enrollment fee. A second lesson will not take place until these requirements are satisfied. Tuition is expected to be paid per the individual teachers' via QuickBooks.

**Note:** Tuition does not include sign-up fees imposed by festivals on individual students; payment of these fees is the responsibility of the student.

**Note:** If a student wishes to take a month, or longer, break from lessons, half of regular tuition for the extent of the break must be paid in advance to reserve the student's place in the studio. A minimum of a month's notice is required to qualify for this option. This privilege will only be honored 2 months per year. Payments may be made via online payments, scheduled mailed checks or credit card.

**Payments are due by the 1<sup>st</sup> of the month. Any payments not received by the 5<sup>th</sup> of the month will be charged a late fee of \$20. Bounced payments will result in a \$35 fee. After 2 bounced payments, the student will be required to pay in cash. If the teacher has still not been paid by the third lesson of the month, lessons will be suspended until the account is brought current.**

**Make-up Lessons** are offered one week at the end of each term during normal lesson times. These 3 make-up weeks are the only guaranteed make-up lessons students are given. To be eligible for a make-up lesson week, the teacher must be notified at least 24 hours prior to the originally scheduled lesson. In case of an emergency, whether the student or the teacher, the student will be eligible for a make-up lesson. Emergencies include sickness, injury or car troubles.

### Make-up Lesson Weeks:

- 3<sup>rd</sup> Week of December
- 4<sup>th</sup> Week of April
- 4<sup>th</sup> Week of August

**If given enough notice**, the teacher will attempt, *but is not obligated*, to move the lesson to within the week of the originally scheduled lesson. Teacher's schedules are usually full, and there may not always be an opening for a make-up lesson. In the event of severe weather or sickness, lessons will take place at the regular time via Skype or video call. If for any reason a lesson is missed, it will not be subtracted from tuition.

What is expected of the teacher? The Teacher will...

- Start and end lessons on time
- Have every lesson pre-planned, with all materials ready
- Not cancel lessons, except in the case of an emergency such as sickness, injury or car troubles
- Provide at least 2 weeks' notice if there is a scheduling conflict requiring rescheduling of a lesson
- Make every effort to reschedule lessons within the same week of the original lesson if unable to honor a lesson time for any reason
- Always create a positive and fun learning environment, while helping students reach their full potential
- Provide a notebook for students to be written in each lesson, with assignments and details to focus on

What is expected of the parent? The Parent will...

- Help their student(s) to be ready for lessons on time. If the student is not available within 15 minutes of the lesson start time, the teacher may choose to cancel the lesson
- Ensure students will engage in activities they will easily separate from when it is time for their lesson immediately prior to lesson time. This will help facilitate a positive transition into music study
- Participate in the daily practice of students 5 and younger, and ensure all music needed for outside events is in the student's music bag
- Provide a quality instrument for the student to practice on, per the teacher's recommendations
- Submit the student's instrument to regular maintenance
- Read each studio e-mails for updates – and make appropriate notes on home calendar
- Regularly view the studio website ([www.dovemusicstudio.com](http://www.dovemusicstudio.com)) for event and calendar information
- Discuss out-of-studio performance options *prior* to making any commitments, realizing that other performances may be well-suited to a student, but may potentially inhibit progress toward a larger goal; trusting the teacher has the student's best interest in mind, you will heed the teacher's guidance
- Sign the practice journal to confirm minutes practiced are accurate, demonstrating integrity
- Speak with teachers respectfully. If there is a matter of concern, it should be discussed in this manner

What is expected from the student? The Student will...

- Practice a minimum of 5 days a week. Length of practice will be determined by the teacher
- Read assignment notebooks and practice everything listed
- Log practice time in notebook, and have parents sign to confirm the time is accurate
- Log as practice times, only the material assigned in the binder/notebook, by the teacher
- Be prepared at the time of lesson:
  - In-Home Lesson: instrument prepared, music out and binder waiting
  - Studio Lesson: bring all appropriate music and theory books as well as a binder to lessons
- Complete any homework assignments assigned by the teacher
- Participate in at least one performance event each year to develop performance skills

All clauses are put in place for the benefit of both the teacher and the student. Dove Music Studio teachers hold the right to discontinue lessons if at any time studio policy is broken. If a student wishes to discontinue lessons, Dove Music Studio must be provided 30 days' written notice. If lessons are discontinued, any outstanding balance must be paid in full within 30 days. No prior tuition payments will be reimbursed.