



Piano Studio Policies and Procedures

Lessons: A lesson time slot will be reserved specifically for you. Lessons will start and end on time, so please plan accordingly. The teaching calendar runs from January through December. Parents are welcome to discuss their child's progress with the teacher before or after the lesson or via text, email, or phone call at their convenience. This helps us ensure that each student's lesson time remains focused and productive.

Practice and Instrument: Consistent practice is key to progress. Private students are encouraged to practice daily on a well-maintained acoustic piano or a full-sized (88 keys) digital piano. Acoustic pianos should ideally be tuned twice a year to ensure optimal sound quality.

Performances: Students are invited to participate in the annual Studio Recital, as well as other formal and informal events like music exams (additional fees may apply). To prepare for these opportunities, we occasionally hold informal practice gatherings on weekends throughout the year. Participation in performances is encouraged as it helps build confidence and motivation.

Yearly Calendar: The studio's tuition rates are based on a calendar of 45 weekly private lessons. The teacher does not teach during a few national holidays, 1.5 weeks at Christmas, 1 week during Diwali, and 4 weeks during the summer. The studio holidays are unpaid, and these dates will be shared with you in advance. Please refer to the calendar for specific details.

Payment of Fees: Payments are due within the first week of each month. Accepted payment methods include cash or NEFT (details provided on the invoice) through Stripe. Timely payments help ensure the smooth functioning of lessons. Please note that tuition rates may be adjusted at the start of each academic year, with prior notice provided.

Missed Lessons: While rescheduling missed lessons cannot always be guaranteed due to limited availability, exceptions will be made for emergencies such as illness or family emergencies. If a student wishes to make up for a missed lesson, the teacher will do their best to accommodate. To assist in planning, please notify the teacher at least 24 hours in advance of any planned absences. For additional flexibility - Students can send recordings of their work for feedback or a virtual lesson may be scheduled during the regular lesson time. If a lesson is missed by the teacher, a makeup lesson or refund will be provided.

Summer Months: Lessons continue during the summer (July 1 – August 31), with the following options available: A package of lessons combined with themed summer camp days or regular weekly lessons, with the option to join the summer camp for a nominal fee.

The teacher strongly believes in the importance of maintaining a student's musical education throughout the summer to ensure consistent progress. Additionally, as tuition rates are based on a 12-month calendar, continuing lessons during the summer supports the teacher's livelihood and keeps the studio running smoothly. For these reasons, students who do not continue lessons during the summer may not be guaranteed a spot in the schedule for the Fall, especially if there is a waiting list.

Discontinuing Lessons: When the time comes to stop lessons, it's important to end on a positive note. A one-month notice is requested to ensure proper closure. However, students may choose to discontinue lessons at any time. Please note that students may also be dismissed at the teacher's discretion in cases of unpaid tuition, frequent absences, lack of preparation, or disinterest.

Communication: Stay connected with the studio through:

- **Website:** www.shanellespianostudio.com for policies and updates.
- **Social Media:** Follow us on [Facebook](#) and [Instagram](#) for announcements and highlights (shared with permission).

The best way to reach the teacher is via text message, though emails and phone calls are also welcome. Feel free to ask questions about assignments or anything else during the week.

Thank you for your understanding and cooperation. Let's make this a rewarding and joyful journey in music!