



## STUDIO POLICY 2020 / 2021

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### MEET & GREET

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Our initial appointment (free of charge) will serve as an opportunity for the parent / student to meet me, schedule our lesson time, and discuss the terms and conditions of the lessons in detail.

### VIRTUAL LESSONS

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Virtual lessons will be offered for the 2020 / 2021 school year. Virtual lessons will meet on Zoom (meeting ID is 266 263 9504). The student will need a focused space, an acoustic instrument, and appropriate technology.

### IN PERSON LESSONS

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As of July 18, 2020, in person lessons will be offered for the 2020 / 2021 school year. This is subject to change depending on the severity of COVID-19. If Georgia enters a shelter-in-place or phase 1 opening, only virtual lessons will be available. I will only offer in person lessons if I feel I can provide a safe environment for my students, myself, and my family.

- Everyone is required to wear a properly fitted mask (myself included). I can provide a disposable one if needed - please let me know in advance.
- Everyone is required to use hand sanitizer upon entering and throughout the lesson.
- Students will have touch-free temperature checks upon entering. Students above 100.4 will be asked to reschedule.
- If the student has been exposed to anyone with COVID-19 or has had any COVID-19 symptoms in the last 14 days, we will meet via Zoom instead.
- I will maintain a 6-foot distance from your student.
- Lots of fresh air will be circulating - windows will be open, both overhead fans on, and two air purifiers on.
- Students are staggered 10 minutes apart to allow time to disinfect the piano/doorknobs/manipulatives and other surfaces.
- Only one person is allowed in at a time - this includes parents. If you need to ask me about something, send a text and I will meet with you outside!

## TUITION

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Each student will receive one lesson per week at a regularly scheduled time for a predetermined length (30 minutes, 45 minutes, or 60 minutes). Monthly tuition varies depending on the number of weeks per month and Fulton County's School Schedule. Any additional lessons (for instance, before an audition or performance) will be added to your monthly payment.

30 minute lessons (Beginner)	\$35/lesson
45 minute lessons (Intermediate)	\$45/lesson
60 minute lessons (Advanced)	\$55/lesson

For example, there are 4 weeks in February. For 30-minute lessons, tuition would be 4 x \$35, or \$140.

Monthly tuition is due at the first lesson of each month OR by the 10<sup>th</sup> of the month. If tuition is paid after this time, a \$15 late fee will apply. If tuition has not been turned in by the 20<sup>th</sup> of the month, lessons will be discontinued.

Tuition can be paid with cash, check, Venmo (@Jessica-Herndon-1) or PayPal (jessica@byherndon.com). Check should be made payable to By Herndon.

Many activities are included at no additional charge (including recitals, studio class, and additional performance opportunities). Additional books, materials, and activities may be necessary throughout the year. The parent will be responsible for purchasing these items as needed.

## ATTENDANCE

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Refunds, credits, or make-ups will not be given for lessons missed or cancelled by the student. When the student has a schedule conflict, he or she may use the Studio Swap List to arrange a swapped lesson time with another student.

I will offer make-up lessons for COVID-19 related cancellations one Friday per month. These slots will be available first come first serve.

## TARDINESS

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Please be prompt! If a student arrives late, the lost time will not be subtracted from the following student's lesson or my personal time.

## STUDIO SWAP LIST

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Understanding that students sometimes have conflicts, and at the same time realizing the importance of attending lessons faithfully, a studio swap list will be distributed at the start of each semester. Students who choose to be on the swap list will receive a copy listing the names, lesson times, and contact information of all students requesting to be on the swap list. Students can then rearrange lessons for important and unavoidable conflicts. Please notify me in advance of any swapped lesson times.

## **INCLEMENT WEATHER**

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In case of inclement weather, please consult Fulton County Schools. If Fulton County Schools closes school, lessons will be cancelled.

## **DISCONTINUING LESSONS**

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Every student stops taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. For this reason, the teacher asks for one month's notice in writing prior to discontinuing lessons. There is a \$50 fee to discontinue lessons with less than one month's notice.

Note: At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

## **PRACTICE EXPECTATIONS**

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Students are responsible for practicing their full assignment and preparing the lesson that has been assigned to them. Students must also remember to bring the following materials to lessons:

- Notebook
- All music books currently in use (even if no piece is assigned in a book that particular week)
- Materials needed (flash cards, stick bag for percussionists)

Guidelines to facilitate effective practicing:

- Maintain practice time at a daily minimum arranged with me.
- Give practice time the same priority as homework.
- Schedule practice at a regular time every day.
- When desired, break practicing into smaller sessions to help maintain concentration.
- When practicing, avoid distractions such as phones, television, pets, visitors, or interruptions for chores.
- Regularly review all items that have been marked with a tab as it serves as a guide to weekly practice and learning.

## **RECITALS**

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Recitals are a way for students to showcase their hard work each semester! At recitals, every student performs, and the performances are followed by an awards ceremony.

I sincerely hope that we can return to a traditional recital format this year! However, due to COVID-19 and large group gathering restrictions, I will more than likely be exploring alternative options.

## **PARENT INVOLVEMENT**

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- The parent's most important role is to listen to the student with encouragement and enthusiasm! I recommend that parents sit down with the student at least twice a week to see that all assignments are practiced and to offer support.
- Parents should provide a well-tuned piano (at least once a year), a metronome, and a quiet place to practice.
- The parent's responsibilities include bringing the student to lessons on time and picking them up on time.
- Parents are encouraged to call me if there are any concerns or questions. It is my goal to give your child a positive learning experience in a supportive and musical environment!

## **SUMMER LESSONS**

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It is important that students maintain the momentum of their musical progress throughout the year! However, the summer schedule is designed to be more flexible to accommodate camps, family vacations, and other special activities. A minimum of 4 lessons are scheduled during June and July. Students should turn in a summer availability form along with summer tuition (see below) with details about times and dates that work best with their schedule.

30 minute lessons (4), \$140

45 minute lessons (4), \$180

60 minute lessons (4), \$220

## **SECURING YOUR SPOT FOR FALL**

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Students may reserve a spot for the fall semester by signing up for summer lessons OR with a deposit. The \$50 non-refundable deposit ensures your lesson time for fall and is applied toward August tuition.