



Piano Instructor:
Grace K. Scarborough

2023-24 Policies & Procedures

*Please initial each section, sign/date at the end, and return this form to the instructor.
By signing this agreement, you agree to respect and abide by the studio policies.*

*Policy is subject to change at the beginning of each semester.
Clients will be notified of changes at the beginning of a new semester.*

_____ **General Information** | Weekly private lessons are offered in 30-minute sessions or 45-minute sessions. The length is determined by the package you select at the beginning of the semester.

_____ **Parking and Arrival** | Parents, students must enter through the front black double doors and **not** the glass sliding door, thank you. Please arrive timely. **Students that are late will have a shortened lesson.** I cannot give them extra time so as to respect the next student's time slot. Please keep conversation brief and purposeful. To discuss student progress, parents are welcome to talk with the instructor before or after the piano lesson, but parents must respect the next student's time slot.

_____ **Student Must-Haves** | Students must come with their piano binder, all the books they are working in, and a bag to keep their supplies together. (I will provide students with a binder and bag in the beginning of the year).

_____ **Water bottles Only** | Parents, please have your students bring only water bottles to lessons, no food is allowed in the studio.

_____ **Waiting For Your Student** | Parents, you are welcome to wait inside the house, outside in your car, or drop off your students. In my studio, the rooms that are best suited for waiting would be either the piano room or living room area. If you have small children I would ask that you would supervise them and keep them quiet while the piano lesson is in progress.

_____ **Student Waiting Rules** | Students must be seated and wait quietly for their lesson. Acceptable quiet activities while waiting include homework, reading a book, coloring in coloring books, iPad (muted or with headphones) etc. Students will be asked to remain in the piano room unless under supervision of a parent.

_____ **Cleanliness and Nails Trimmed** | Students must pick up any messes made while waiting and wash hands before touching the piano.

Finger nails must be trimmed and not longer than the tips of their fingers (a little bit is okay, but if I see their nails are hindering technique I will say so). Students need to play on the tips of their fingers, long nails will hinder good musical technique.

_____ **Practice and Instrument** | Private students are expected to practice daily for a minimum of 30 minutes on a well-maintained acoustic piano or comparable electric keyboard (two 15 minute sessions are often best for younger students). Acoustic pianos should be tuned twice a year.

_____ **Materials** | For students in the Sonata and Symphony package, there will be a materials fee of \$15 at the start of the year. It is recommended that students keep their books in one place (preferably in a bag specifically for piano, not to be confused with their school backpack). Students should have a 1-inch binder, which will be used to keep track of assigned pieces and practice suggestions/goals for each week. **The instructor will obtain all needed books and materials for the student and payment for these books and materials should be included in the following month's payment or a separate payment.** Typically, books are \$6-8 each and most students require between 2-4 books per year.

_____ **Packages** | I offer two different lesson packages. The Sonata package is \$32 per lesson. This package involves a 30-minute in-person or online lesson. The Symphony package is \$47 per lesson. This package involves a 45-minute in-person lesson.

Payments (due in full) must be received the 1st week of the month paid by check. If you forget to make a payment on the first lesson of the month, there will be a \$20 late fee. The instructor reserves the right to raise fees at the beginning of each new academic year.

_____ **Quarterly or Monthly Payment Plans** | The tuition can be paid quarterly or monthly. Quarterly payments are billed per semester once in the Fall and once in the Spring. Monthly payments will have the same payment each month because they are averaged per fall or spring semester.

_____ **Makeup/Missed Lessons** | Lessons cancelled by the instructor will either be made-up or credited to next month's bill at a prorated amount. **Lessons cancelled by the student will not be reimbursed.**

However, if an absence arises due to unforeseen situations such as an accident or family emergency, **each student will be given 3 make up lessons for the entire school year.** Once the make ups are spent, no more will be given. **Again lessons canceled by the student will not be reimbursed NOR will payment be deducted from the next month.**

_____ **Lesson Commitment** | Students are expected to complete one school year of study, September-May. If you need to discontinue, please let me know as soon as possible.

_____ **Discontinuing Lessons** | If your student decides to stop taking lessons, the instructor needs to be immediately notified. **If your student decides to take lessons from a different piano instructor, the parents and students must communicate this immediately to the instructor and stop lessons immediately. If the instructor finds out the student is taking lessons from a different instructor, the instructor has the right to stop piano lessons immediately.**

The instructor respects the student's right to end lessons at any time. It would be requested that a student gives one month's notice before stopping lessons.

Note: At the discretion of the instructor, 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.

_____ **Parent Participation** | Parents are encouraged to be supportive and active participants in practice at home. Parents are also encouraged to attend and quietly observe lessons.

_____ **Studio Recitals** | Each year, the studio schedules 1-2 recitals for private students and their parents. Performing in a recital setting is an exciting opportunity for students to showcase their hard work and improvement over the year in the presence of their family and friends.

_____ **Communication** | The best way to contact the instructor is via text or email, which will be returned with a text reply, email reply or phone call. Phone calls are also welcome, especially on weekdays between 9 am – 1:00 pm. The instructor always welcomes emails or text messages from students during the week if they have questions regarding their repertoire or other matters.

_____ **Lesson Day Communication** | Please keep your phone close by on lesson days. I may need to text updates on my schedule and likewise please text me if you are running behind.

_____ **Scheduling** | **The instructor reserves the right to change the schedule of a piano lesson time during any point of the year.** I do my best to schedule each family according to the times that would work best, but sometimes changes have to be made in order to provide the student with a consistent piano lesson time that will also be practical for me to maintain as the instructor.

_____ **A Short Prayer To God for Your Student before every Piano Lesson** | I am a Christian private piano instructor and I believe strongly that music is a gift from the Lord Jesus Christ. J. S. Bach writes, “the aim and final end of all music should be none other than the glory of God” and this is something I live out as a musician. I would ask for permission to pray a short prayer to God for your student before the lesson starts. Every lesson I would like to ask your student: How can I pray for you or what is something you are thankful for? If this is not something you are comfortable with, please let me know in-person and please do not sign this section.

_____ **Biblical Counsel** | Teaching for over 5 years, I have often been asked for counsel by students going through various seasons of life whether hardships or simply guidance on making wise choices. As a Christian, I want to make sure parents know that I filter my counsel through a biblical-worldview and give advice that is in line with the Bible and the teachings of Jesus Christ. If your student should ask for advice for something unmusical related in our lesson time, I can either give them my counsel or withhold it depending on what you as the parent decides. If this is not something you are comfortable with, please do not sign this section and let me know in-person.

_____ **Prayer in Recitals and Practice Recitals** | As listed before, I filter my life as a musician through the desire to glorify God. Thus, my desire is to also pray for students and families before and after recitals. Students can get nervous during these events and I would ask for permission to pray for them before the event starts. Again if this is not something you are comfortable with, please let me know in-person and please do not sign this section.

_____ **4 Summer Lessons to Secure Next Year’s Time Slot** | Students that are enrolled in at least 4 summer lessons will secure their time slot for next year and be given first priority on time slots choices. Parents, please notify me at the end of the school year (April-May) if you would like to secure your student’s time slot.

I have read and agree to abide by the above Studio Policies and Procedures.

Parent Signature

Date

Student Name



AMAZING GRACE STUDIO

SONATA
\$32

30 Minute lesson

In person or Online

Best Value

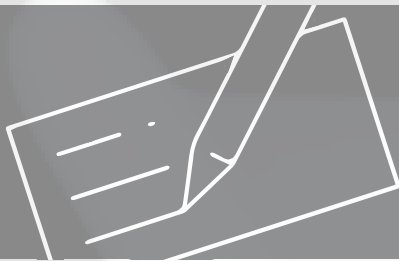
SYMPHONY
\$47

45 Minute lesson

In person Only

For advanced Students

Select your preferred package and payment plan, and send your selection to gracekscarborough@gmail.com



PLEASE PAY BY CHECK

Make checks payable to 'Amazing Grace Studio'
In-person or by mail; 6809 La Loma Dr, Jacksonville FL 32217

SAVE AND PAY QUARTERLY

Forget about paying month to month, and late fees! With the quarterly payment option a single invoice will be billed at the beginning of the semester. Books and supplies are invoiced separately.

*Month-to-Month payment plans MUST be received on or before the 1st of the Month.
If the payment is late, a \$20.00 late fee will be added to the next month's invoice.*

