

CADENZA MUSIC STUDIOS

Brittany A. Stephens, B.M.
~ Equipping Students to
Enjoy Music for Life ~

Expectations, Policies, and Payment Information

These expectations and policies for all students/parents enrolled in this studio are provided in order to facilitate the highest quality of music instruction possible

For the Student:

At the lesson:

- Be on time, with clean hands, trimmed nails, and eyeglasses or contacts, if applicable
- Have **all** current music, theory, and assignment books on-hand at **each lesson**
- Music Theory/History assignments are to be completed at home prior to the lesson

At home:

- **Practice consistently.** It is more beneficial to practice a manageable amount each day than to practice for a long period of time on a few days
- **Practice efficiently.** I provide specific practice instructions to help the student accomplish as much as possible in the least amount of time (i.e. “playing through” pieces is **not** practicing)

For the Parent:

- Be ready. If time is lost, your student’s lesson will not carry over into the next student’s lesson
- Parental attendance is required at:
 - 75% of lessons if the student is age 6-12
 - 50% of lessons if the student is age 13-17
- Ensure that children are clean and have used the restroom recently before each lesson
- Siblings of students **must** remain quiet throughout the lesson

Required Materials

- Piano or touch-sensitive, full-size keyboard or digital piano and adjustable piano bench (no chairs) with ample/adjustable lighting
- Any music books the teacher deems necessary
- Metronome
- Music Flashcards

Teaching Methods/Books

Because each student has different goals and abilities, teaching is not limited to one particular method. If a student already has music books, the teacher will review and use them if possible. If the books already possessed by the student will not sufficiently aid musical growth, the student will be expected to purchase additional books or other recommended materials.

Performances/Recitals

- All students are required to attend Studio Recitals, Adjudications, and Music Olympics
- The student is encouraged to perform in additional events (i.e. competitions, recitals, talent shows, church services, etc.), as they provide invaluable experience, however;
- All students *must* notify me and receive permission in advance of public performances, competitions, auditions, master classes, etc.

Billing

- Bills will be distributed the last week of each month for the following month
- Payment for lessons is due the first lesson of the month, or the week following receipt of the bill (if bill is late). It may be paid by cash or check payable to **Cadenza Music Studios**
- Each bill will include a breakdown of the lesson fees, any new music or materials purchased, recital/competition fees, and applicable discounts/credits for the month

Missed/Cancelled Lessons

- In the event of a schedule conflict, the student may request a lesson exchange with another student and, if granted, then negotiate the exchange with the other student
- **No refunds or makeups will be given for missed or cancelled lessons**
- **Exceptions:**
 - Medical or family **emergency** (please provide as much prior notice as possible)
 - Chronic medical condition, when treatment conflicts with regularly scheduled lessons
 - Vacation time; one month advance notice required (Primarily in the summer and at Christmas)
- If unable to attend a lesson, please call at least 24 hours in advance
- If I miss a lesson due to illness or some unforeseen emergency, I'll offer to schedule a makeup lesson **or** you will not be charged
- Lessons may be terminated at any time and for any reason by adult students, a student's parents or the teacher

Practice Scholarships

Practice scholarships are provided both as an incentive for consistent musical growth and to help keep tuition costs at a minimum

- Practice times must be recorded on a daily basis
- Students may begin taking lessons at one of three scholarship levels. The second month's fees will be based on the first month's practice, and will continue in that manner.
- Should a student not fulfill his or her practice commitment, the discount will not be given the following month. Students may return to the full scholarship level by fulfilling the next month's practice commitment
- If the student is going to be out of town for a day or two, he or she will still need to fit in their practice time at some other time during the week. For longer vacations, there will be a reduction in the practice requirement (if approved beforehand)
- Parents may request an exemption from the full amount of practice during a particularly busy week, but know that exemptions are not easily obtained
- In addition to fulfilling the practice *time* requirements, the student should adhere to all guidelines provided for practicing, and exhibit significant, consistent improvement. If the student does not show consistent progress, the scholarship may be re-evaluated or discontinued at the teacher's discretion