

Kira Theine's Studio Policy

September 2009 to August 2010

Lessons

Lessons

All students will have one scheduled lesson a week, except group lesson weeks, **including adult students.**

If you are 15 minutes late and do not let me know that you are running late I will assume that you are not coming to your lesson. If you need to cancel please contact me so that I can plan my schedule accordingly.

If you do not attend your lesson for 3 weeks, I will make one attempt to contact you before filling your spot. If your spot is filled and you wish to continue you will need to move to a new time slot. Once your lesson time is filled I will not ask the new student to change times.

Summer Lessons

For the summer I will be teaching only on Monday's, starting at 10 a.m. and ending between 7 and 8 p.m. Summer lessons are optional, but I strongly encourage my students to continue, even if they cannot be there every week.

The summer schedule will begin on July 5, 2010.

Group Lessons

For non-adult students group lessons will have 5 – 7 students and will last about 50-55 minutes. Each group lesson will consist of a music history lesson, 2 or 3 solo performances, 1 duet and a game.

For adult students group lessons are a chance to play for other people. It is a no-pressure situation.

There will be 4 group lessons throughout the year. They will be held on November 23rd and 24th, December 21st and 22nd, March 1st and 2nd and May 10th and 11th. There will be 2 group lessons on Monday, and 2 on Tuesday, each day at 4 and 5 p.m. It is your choice as to which one you will participate in, but please let me know which one you will be attending.

Group Lessons for adult students will take place at 6 p.m. on Tuesday's.

Group lessons are not optional. If you choose to not participate there will be no make-up lesson for that week and no pro-rating for the difference if you miss or cannot make it. NO Exceptions!!!

Make-up Lessons

There will be NO make-up lessons for missed lessons, unless I cancel, no matter the reason. If I cancel, I will offer a make-up lesson at 2 different times and if you are unable to do either of them then you no longer have a make-up lesson.

I will not be teaching on: November 25 – 27, December 23 – January 3, March 3 – 5, April 5 – 9, May 12 – 14 and June 14 – July 4.

Fees

Fees are for the whole month and will include one lesson per week and group lessons in the appropriate months. This is a monthly fee, not per lesson. There is no pro-rating, except for some students in September and all students in June.

30 minutes = \$60

45 minutes = \$72

There are no exceptions to this. For example, if you miss for medical reasons I will not credit you the next month for missed lessons. You are paying for your time slot whether you are there or not.

Payments

I will send a bill out halfway through each month for the following month. On this bill will be your lesson fees and any books needed. There may also be a letter about upcoming events or anything else I feel you should know. Please read these because there may be something important that you do not want to miss. For example, if there is a performance and you do not bring it up I will assume that you do not wish to participate.

Payments are due in full by the **1st of every month** and if they are not to me by the **10th then there will be a \$10 late fee.** If you are having a problem getting the payment to me on time or if there is some other reason please talk to me about it and we can work something out. After the 10th of the month I will not teach your student until I am paid in full (including the late fee).

By paying your monthly fee you are agreeing to this studio policy.

For any NSF check I receive there will be a \$35 fee.

Extra Stuff

None of the extra stuff is required, but is a way of sharing what has been learned and perhaps, a way of learning many new things. If you wish to participate in any of the following please let me know so that we can pick pieces in plenty of time.

Performances

There will be a recital on November 21st (Saturday before Thanksgiving) and May 22nd. This is a great opportunity for students to show off what they have learned and to hear other people play.

The Masterworks “Youth Music Talent Contest” is held at the end of April/beginning of May and is open to students in grades 3-12. Students need to learn on piece of music for this even and it must be memorized.

There is no fee for any of these events.

Flute Contests

Schools host Solo/Ensemble Contest, which is open to middle school and high school students. This is a great opportunity to work with another teacher and a chance to compete against other students from western Washington and possibly with students from around the state. Students learn one piece of music for this event.

There is an extra fee to participate in Solo/Ensemble Contest, which is paid to the school district.

Piano Contests

Schools host Solo/Ensemble Contest, which is open to middle school and high school students. This is a great opportunity to work with another teacher and a chance to compete against other students from western Washington and possibly with students from around the state. Students need to learn one piece of music for this event.

There is an extra fee to participate in Solo/Ensemble contest to be paid to the school district.

Expectations

Lessons Needs

For lessons each student should have a notebook and music books. At home each student should have a pencil at the piano for notes that need to be made.

All students will need a metronome at some point. I will inform you of when. A metronome will help insure that a student is playing steadily.

Flute students will need a tuner at some point. I will inform you of when. A tuner is of most use when playing with other instruments to insure that the music produced by both instruments will sound good together.

Flute students also need a music stand. Folding music stands are fine. These can be bought at any music store.

Practicing

I expect my students to practice 4 to 5 days a week, lesson day not included. On these days I expect them to **look in their notebooks** for instructions on what needs to be done. Unlike a lot of teachers I do not require a set amount of time for my students to practice, but a number of times for them to practice each song. This number is listed next to the songs in their notebook. If I forget to do this for any reason please contact me.

Students are required to fill out and return their practice logs that I provide for them each week. If they are not practicing and/or not returning their practice logs for 3 weeks in a row I will contact you. If, after the 4th lesson there has been no practice, I will no longer teach that student.

Instrument Maintenance

Put simply, if something is wrong with the instrument that is practiced on, what is being learned will not be learned correctly.

- a. For flute students – Flutes should be cleaned out at the end of each practice session and polished at least once a month. Students should also have cigarette paper to clean pads with. They should only be used when a key is “sticky,” otherwise the pads can get ruined. Once a year the flute should be taken in to be cleaned professionally and looked over. Sometimes there are small adjustments that need to be made or pads replaced.

- b. For piano students – For those with electric pianos there will most often be nothing wrong with them, but occasionally ask if the piano feels different or strange. If there is something take it to the repair shop. For those with “real” pianos they should be tuned at least once a year and kept on an inside wall. Pianos are fussy and like to stay close to the same temperature at all times. If they are on an outside wall, they are harder to maintain.

Contact Information

I can be reached by e-mail at kiratheine@hotmail.com or by phone at:

Cell – **360-870-0966**

My mailing address is: **1105 39th Ct. SE**

Tumwater, WA 98501

For lesson updates please check my website at www.kiratheinestudio.com.

Please fill this out and return it as soon as possible.

Student Information

Student Name _____

Birth Date _____

Grade _____

Allergies or Other Medical Conditions

Parent/Guardian Names _____

Mailing Address _____

Home Phone _____

Other Phone _____

E-mail _____

Emergency Contact _____

Emergency Contact Phone _____