



Maple Music Studio Policy

Thank you for choosing to have your lessons with Maple Music. Maple Music provides students with a unique environment for individual music lessons tailored to their specific learning requirements. To ensure you get the highest standard of teaching and the most effective, creative lessons possible, the following procedures are in place.

Tuition Fees:

Regular ongoing Term Lessons

Your tuition guarantees that I will be present to teach you at your allocated time each week of the teaching term (in line with the Victorian School Term Dates unless otherwise stated). This is approx. 40 weeks in total (2018).

Fees are **\$37 per 30 minute lesson or \$64 per 60 minute lesson**. Multiple siblings in one family are charged the **1 hr rate instead of two separate 30 min lesson rates – a saving of \$10 per lesson**.

Fees for each term will be invoiced (either by email or a delivery of invoice in person) before the end of the previous term and are payable **by direct deposit or cash prior to lesson commencement**. The invoices for Term 1 will be sent out a few weeks in advance to allow for more time for payment during the school holidays. Payment must be made **prior to commencement of lessons**, or lessons will not commence.

In special circumstances, alternative pay arrangements may be made at the discretion of Maple Music. Please get in touch if you wish to make alternative payment arrangements.

There will be no lessons on public holidays and these are not charged in the Term fees.

What does my tuition cover?

Please be aware that your tuition fees cover more than our face-to-face weekly lesson! I spend a great deal of time outside lesson times working to give you the best possible musical education. This includes and isn't limited to:

- Preparing individual weekly lesson plans
- Making notes during and after each lesson

- Administration (email communications, book-keeping, scheduling)
- Parent/teacher or student/teacher discussions
- Selecting repertoire and methods for each individual student
- Sourcing resources to use in lesson – including student’s own method books
- Preparing studio wide programs such as recital prep, various specialized Term challenges, Christmas, Hallowe’en and other holidays
- Organising games for the students for “off the bench” work
- Researching and staying up-to-date with current piano pedagogy
- Engaging on various Australian & International piano forums
- Recital preparation & organisation (2 major recitals per year)
- Exam preparation (if applicable)
- Term challenge organisation and preparation & rewards for winning students

Casual Lessons

Casual lessons are considered any lessons don’t go for the duration of the full Term and aren’t paid up front. Please contact maplemusicschool@gmail.com to discuss current casual rates.

Studio Fees

Maple Music charges an **annual, non-refundable studio fee of \$60 per student**. This fee works out to only **\$1.50 a lesson week** per student.

The annual studio fee will be split into 4 x payments of \$15 on each term’s invoice. Students joining half way through a term, do not have to pay that term’s studio fee.

This fee includes but is not limited to:

- Practice diary & stationary needed for lesson (i.e. folders, display books, pencil)
- Photocopying of licensed music
- Purchasing of digital music if requested by student
- Printing, purchasing and binding of studio licensed pieces (i.e. Supersonics pieces, contemporary pieces requested).
- Access to Maple Music’s full collection of sheet music & performance books to borrow/copy
- Holiday music (i.e. Christmas, Hallowe’en, Easter etc)
- Rhythm Cups
- Worksheets and Handouts
- Games & other “off the bench” activities
- Rhythm cards, vocabulary cards
- Teaching aids such as story books, play-dough, “Sally” lady bugs
- Theory sheets

- Binding of books (particularly the Supersonics piano pieces)
- AMEB exam registration (Does **not** include practical/theory exam fee, which is invoiced separately)
- Manuscript paper

This fee is subject to annual review. The studio fee **does not include** individual student piano method books.

Missed Lessons

By enrolling in piano lessons with Maple Music, you are purchasing and reserving a specific time slot for the term. I am committed to teaching you at that time. If you do not attend your lesson, it will be forfeited. If I am unable to attend a lesson, the lesson will be credited or refunded.

Whilst this policy is in place, I remain flexible and in exceptional circumstances (like overseas travel), catch up lessons may be offered.

Several alternatives to missing a lesson are available should you choose to use them:

Group Lesson

An additional group lesson will be scheduled towards the end of each term and may be attended by any students who have missed a lesson during the term. The content of this lesson will depend on the attendees (i.e. performance class, a rhythm workshop, a theory workshop etc).

Parent/Teacher Meeting

Parents may use the missed lesson time to discuss their child's progress via phone or in person.

There are no refunds, credits to following terms, discounts or makeup lessons given unless I am unable to teach a scheduled lesson.

Illness and Injury

Please respect the rights of all students and the teacher to learn in a healthy environment. The piano is a shared, hands-on instrument. Students are required to wash their hands (or use wet wipes) before their lesson.

Students who are ill, should not come to piano lessons. I reserve the right to send a student home if they are sick.

Students who have experienced a hand/finger injury should still attend lessons and will be able to continue with theory or rhythm work etc.

Termination of Lessons

Enrolment is considered ongoing – **four weeks notice** is required for termination of lessons. If this does not occur, one month's lesson fees will be forfeited and the rest refunded.

Maple Music reserves the right to terminate lessons with no notice due to unpaid fees, questionable student commitment or behavioral issues.

The Studio

Please arrive promptly for your lesson. Due to busy scheduling constraints, lesson times will not be extended if arriving late.

Please remember to bring all resources to all lessons.

Parents are welcome to stay during lesson times in the lesson room or drop off the student. Siblings are also welcome to stay as long as there is no disturbance to the lesson.

The bathroom is available for use during lessons.

Resources

Upon enrolment (first lesson) students will receive a folder, a display book with clear pages, practice & lesson notebook and pencil. If a student has been continuing lessons, replacement books/folders will be provided as needed.

Parents/students should expect to budget **\$30-\$40** for method books a year. If the student moves quickly through the method books, we'll move on as needed to the next level and therefore new books will need to be purchased and will be invoiced separately.

Used books from other students may be available for a 50% discount. Please let me know if you are interested in used books and should they be available, I will source them for you. If you are parent/student who would like to sell their books please let me know!

Recitals, Concerts & Performances

Full studio recitals will happen twice a year in **Term 2 (approx. June)** and **Term 4 (approx. Nov/Dec)** in a nominated venue. All students are encouraged to participate in these recitals as they are a great way to practice performing in front of a large audience. Invitations to the recital will be emailed closer to the date with venue information.

Students are encouraged to perform at any opportunities available (i.e. school assemblies, HSC music studies, and family living room concerts – of course!). Please inform me of any upcoming performances so that I can help prepare the students to play at their best!

Practice

In order to enjoy and get the most of the piano and music experience, it is really important that students establish a practice routine. Obviously, some weeks are busier than others, but if a routine can be established early on, it will make lessons and pieces more enjoyable for the student. I am happy to help you come up with a routine and practice schedule and I will make it clear on my practice notes for each lesson what work is to be done in practice.

The length and content of the practice sessions will vary depending on age and level, but a **minimum of 3 practices a week**, would be incredibly beneficial and necessary for the student to progress. As a guide, younger children could do 5-10 min 3 x a week and older students 20-40 minutes 3 x a week as a minimum. Extra practice time should be allocated for upcoming recitals, exams or performances.

Parent involvement in practice is crucial to a student's progress. Younger students will need an adult to sit with them and guide them at practice time. Older students will still benefit from active supervision of practice as well.

Communication

Parents play a crucial role in their child's musical development. Please feel free to contact me to discuss progress/concerns at any time.

Email: maplemusicschool@gmail.com

Phone: 0415 539 977

Insurances & Working With Children Check

Maple Music is a fully insured business with Music Teachers Public & Products Liability, Professional Liability and Personal Accident Insurance.

I hold a current Working with Children Check, which you are welcome to see at any time.