



Healthy Musician
Institute

Studio Policy 2020 - 2021

In order to make your time as a student and my time as a teacher the most productive, the following policy has been established. This may sound super formal; but its purpose is to help everything run smoothly. I like to think of it more as a "long-term friendship agreement".

TUITION and FEES

- 30 minute lessons - \$1188/year + \$40 admin. fee \$1228 Total/\$307 (installments)
- Tuition is billed by the year (2 semesters from September – June). You may pay the entire tuition balance at the beginning of the year or you may make 4 installments. Installments are due at your first lesson in September, November, January, and April.
- The administrative fee covers expenses of technology, supplies, and partial expenses for our recitals.

SUMMER LESSONS

Registrations for summer lessons are taken at the end of each academic year. Students who do not enroll in summer lessons will be given the opportunity to reserve a space in my studio for the next academic year.

PAYMENT PROCEDURES

- Tuition payments may be made by cash or personal checks made payable to: Rob Meyer-Kukan or Healthy Musician Institute, LLC.
- Credit Card payments are accepted (A \$3 fee is added to all credit card payments.)
- A late fee of \$25 will be assessed for late payments (more than 15 days).
- A \$35 fee is assessed for returned checks.

EXPECTATIONS

Here's what you can expect from me...

The Healthy Musician Institute promises to treat its students and families with care and respect.

- I will always give you our best, especially when it comes to instruction.
- I will always return your call or email in a timely and professional manner.
- I will always treat your children as our own.
- I will always be on time.
- I will always listen when you have a concern, and try our best to help solve the problem.
- I will always own up to our mistakes. (On the rare occasion that I am human...)
- I will always be there for any student for any reason.

Here are a few ways you can help... *All I ask is that you return the favor in your own way!*

- Be on time to all scheduled lessons and performances.
- Do your best to schedule appointments, keeping in mind your child's lessons and performances.
- Let me know if you see a way I can improve my services. I want to be my best! If I see a way to make it happen, it will.

CANCELLATIONS

- If I cancel for any reason, I will make it up. If I can't, it will be credited back to you!
- Holiday Breaks and Spring Break generally follow the Ann Arbor public schools calendar. We will typically have lessons on Monday holidays like MLK Day, Presidents Day, etc. Please consult your Studio Yearly Calendar for a complete listing of breaks.
- Winter Weather - We take local school district's decision on school closures under advisement. School *delays* will not affect our activity, as no events occur before or during school hours. If lessons are cancelled due to winter weather, you will be notified electronically. When in doubt, contact your instructor. Online lessons via Zoom or FaceTime are available on any day that snow interferes with safe travel.

CANCELLATIONS BY STUDENT/PARENT

- The Instructor is not required to make up a lesson missed by the student for any reason.

PRACTICE EXPECTATIONS

Learning to play the piano is an on-going endeavor, which requires dedication and discipline on the part of the student. Piano study is a partnership between student, parents, and the instructor. The lesson is a very small part of the week. It is the responsibility of the student and the parent to see that the remainder of the week is productive.

- Each student is responsible for setting a regular practice time (one longer time, or several shorter times) per day. This time should become a habit that is an important part of each day - as important as mealtimes or time for school homework.
- Specific practice goals and expectations will be set at the first lesson of the academic year and will be reviewed regularly throughout the year.
- Each student is expected to fill out a practice record each week. This record is to be initialed by a parent or guardian.

HOME EQUIPMENT

- A piano or a digital keyboard with 88 weighted keys and a damper pedal is required to make progress. Each family is encouraged to purchase a piano, if possible, as nothing can take the place of its touch and sound.
- Students must also purchase a metronome.

STUDIO LOCATION

- Lessons are given at my in-home studio at: 2672 Maplewood Avenue, Ann Arbor, Michigan 48104.
- Online lessons are available on Zoom or FaceTime.

TEXT REMINDERS

- We use Remind for emergency notifications and reminders such as: breaks, recital information, winter weather closings. All parents and students are enrolled in this service upon entering the studio.

CHILD PROTECTION POLICY

In order to create a safe learning environment for all children, I am committed to putting these measures in place:

- During a private music lesson with a student under the age of 18 years, the instructor is required to teach in a room with an open door.
- Parents are always welcome to stay in a waiting area within earshot of a private lesson. If they find it necessary, a parent is welcome to check in at any time without disturbing the lesson.
- An adult (18 years or older) must accompany the student to all lessons.

CORONAVIRUS/COVID-19 CONSIDERATIONS

In the wake of the pandemic, we have shifted all teaching to be done online. As the situation evolves, based on the most recent data, best practices, and in alignment with local school districts (when possible), we will safely return to in-person lessons. At such time that it is mutually agreeable, an addendum to this Policy will be distributed and agreed on by all. The above referenced addendum will outline safety protocols and procedures for safe return to in-person instruction.

PERFORMANCE/RECITALS

Students are encouraged to perform regularly for family, friends, teachers, classmates at home, at school or in your church/synagogue, etc. Fall and Spring Recitals, as well as several Community Outreach Recitals are also scheduled throughout the year. Friends and family are invited to attend the recitals.

TEXT BOOKS/SUPPLIES FOR PIANO LESSONS

Students are responsible for purchasing textbooks.

Curriculum: ♪ Piano Adventures by Randall & Nancy Faber
– Lesson, Theory and Performance Books
♪ Five-Finger Scales and Chords by Nancy Faber
OR
♪ Scales, Chords, Arpeggios & Cadences - Complete Book by Willard A. Palmer, Morton Manus and Amanda Vick Lethco

Supplemental books and music may be required and will vary based on individual student's level of achievement, goals and interests.

LEAVING THE STUDIO

If the need arises to terminate piano lessons, kindly give word to your instructor. Any prepaid tuition that is unused will be returned within 30 days of your last lesson.