

# ***ASBERRY SCHOOL OF MUSIC***

## ***STUDIO POLICIES 2018-2019***

***Welcome to Asberry School of Music,  
where learning to play the piano is fun!***

### **MISSION STATEMENT**

Offering traditional, partner and group lessons and incorporating the best of educational technology, I accept students from ages four through adult, beginner through advanced. I believe that music study is an integral part of a well-rounded education; maintaining student interest and facilitating consistent progress are my primary concerns. My goals are to nurture the innate love of music that exists in everyone regardless of age or level of ability and to help every student with the desire to learn to develop musical proficiency.

### **PROFESSIONAL CREDENTIALS**

I received the Bachelor of Music and Master of Music degrees in Piano Performance and Piano Pedagogy from Southern Illinois University at Carbondale and have studied with Mary Jane Grizzell, Donald Beattie, Guy Duckworth and Martha Thomas. I also played clarinet in the SIU Wind Ensemble and the SIU Symphony. Teaching since 1979, I have run successful independent music studios in Carbondale, Illinois; Peoria, Illinois; and Raleigh, North Carolina. My professional affiliations include Music Teachers National Association, Georgia Music Teachers Association and Gwinnett County Music Teachers Association. I am a member of the Redeemer Piano Ensemble (four pianos, 16 hands) under the direction of Mary Brown Hinely and principal pianist with the Gwinnett Symphony Wind Orchestra as well as an established adjudicator, clinician, speaker, accompanist and composer. A BMI artist, I released my first album of original solo piano music, *Seashells in My Pocket*, in October 2017 and am a member of the National Association of Composers USA.

### **TUITION/FEES**

A one-time, non-refundable fee of \$25 per family is due upon initial registration. Tuition is as follows:

- 30-minute weekly private lesson \$125 (\$120 family rate) per month
- 45-minute weekly private lesson \$180 per month
- 60-minute weekly private lesson \$240 per month

Your monthly tuition payments reserve a block of my time on a regular basis and are prorated for activities that occur throughout the entire academic year, not only for individual lessons. Therefore, monthly fees remain the same regardless of the number of lessons received in a specific month. Your tuition payment guarantees that I will be prepared and present to teach at the scheduled lesson time 36 weeks per academic year, August through June. Because the studio is running at full capacity, there is no flexibility to offer make-up lessons. No refunds will be issued for missed lessons and a failure to show up is a forfeited lesson. In the rare event of a teacher cancellation, a make-up lesson will always be granted. I will contact you about days and times to arrange those missed lessons.

The cost of any music purchased for use by the student and as well as applicable event fees (usually \$10-\$25) will be added to your monthly tuition statements. Bills will be e-mailed a week prior to the due date and are due ***no later than the 1st of the month***. Accounts paid after the 5<sup>th</sup> of the month will be assessed a \$25 late fee. Make checks payable to ***Asberry School of Music***.

**Summer Lessons:** Piano camps and private lessons will be offered during the month of July for all levels at dates and times to be announced.

#### **ATTENDANCE/MAKE-UP POLICIES**

Because specific times are reserved for specific students, a student who does not attend a lesson will simply miss the benefit of that lesson. I will then use that time or other times to plan for the student's progress, locate materials, etc. Please be assured that your tuition pays for far more than the hands-on time spent with your child.

In addition, families of private students may trade their lesson time with another *Asberry School of Music* student to help avoid absences. Use these rules to make sure swaps go smoothly: (1) I must be informed prior to and after arranging a swap; (2) No make-up lessons will be given if confusion from this arises; (3) Should two people arrive at once, I will teach the one whose lesson is normally at that time; (4) Please inform me if you do not wish to have your name included on the swap list, which will be distributed at the beginning of the academic year.

**Illness:** Students who are ill should not come to piano lessons. Out of consideration to the other students who take lessons here and their families who wait on the premises, please do not bring children to the studio if they have run a fever or vomited within 48 hours of their lesson time or did not attend school due to illness. I reserve the right to send students home if they arrive sick.

#### **CONDUCT OF LESSONS/SAFETY POLICY**

Students should arrive at each lesson well prepared and with all necessary materials. Time will not be taken from the following lesson to accommodate late arrivals. Students may be dropped off no more than five minutes prior to scheduled lesson start time but should be picked up promptly after their lessons, unless special arrangements have been made. Please pick up small children inside the studio (park and come in); older students may wait inside until visual contact is made and then walk outside. It is not the responsibility of the studio to supervise children outside of their lesson times. Students are expected to behave in a respectful and courteous manner during lesson times. Students should wash their hands before beginning each lesson and keep fingernails short.

#### **EQUIPMENT**

You must have a piano at home for practice. For beginners, a full-size weighted keyboard with a damper pedal and a proper stand and bench is acceptable. After one to two years of lessons, an acoustic piano is highly recommended. If you need help finding a piano to purchase, please let me know. To keep your acoustic instruments in good working order, annual maintenance should be figured into the budget. It is suggested that tuning for pianos should be done twice a year if possible; once a year minimally, with the best times being after the heat has been turned off or on for a changing season. If you are in need of a piano technician, I recommend Texas Galan (678) 395-1931, Russell Gallman (770-570-0456), or Holly Quigley (770-861-9895).

#### **PRACTICE**

Consistent daily practice without distractions is essential. For maximum development, students should practice according to the following schedule:

- 30-minute lessons: 15-30 minutes daily
- 45-minute lessons: 30-45 minutes daily
- 60-minute lesson: 60-90 minutes daily

#### **PERFORMANCE OPPORTUNITIES**

Festivals, auditions and other local events are a wonderful and stimulating addition to musical training at any playing level. They provide goals, challenges and different arenas in which students can enjoy and develop their skills. When appropriate, students will be given the opportunity to participate in a variety of competitive and non-competitive events. In addition,

there is an annual studio recital. Students are encouraged to play for family members and friends whenever the opportunity arises.

### **PARENTAL INVOLVEMENT**

My experience has been that most students are more relaxed and study better with the teacher if parents or visitors are not present at the lesson. Parents are welcome to attend the first lesson and drop in on a lesson occasionally. If you are observing the lesson, please respect the instructor by not being involved in the lesson. Please do not make comments or try to assist the child during the lesson. Friends or siblings are not permitted to attend the lesson with your child. The fewer distractions there are during the lesson, the better the lesson will be.

### **TERMINATION OF LESSONS**

If a student can no longer continue lessons a withdrawal form is required. I will provide you with this form upon request. Once I receive a written copy of the form you will have 30 days of lessons and tuition remaining. Any other form of notice (telephone calls, emails, or verbal notification) does not constitute a written notice. This policy applies to all students.

The teacher reserves the right to terminate lessons when the student is irregular in attendance, repeatedly fails to prepare assigned material, has behavior or attitude problems, or does not pay tuition or other expenses in a timely manner.

#### Calendar

#### **August 6**

August 13-17

August 23-24

September 3

October 1-10

October 31

November 1-2

November 10

November 19-23

December 1 (tentative)

December 24-January 2

February 7-8

February 16

February 23

March 16

March 18-22

April 1-5

April 20

May 27-28

June 8 & 15

**June 24**

TBD

#### **First day of lessons**

Teacher travel, no lessons

Teacher travel, no lessons

Labor Day, no lessons

Teacher travel, no lessons

Halloween, no lessons

GMTA Conference, no lessons

GCMTA Music Day, First Baptist Church, Duluth

Thanksgiving break, no lessons

GCMTA Performance Day

Winter break, no lessons

Whisperings Solo Piano Radio Awards weekend, no lessons

GCMTA Local Auditions, PianoWorks, Duluth

NFMC Federated Festival, Hebron Baptist Church, Dacula

GMTA Regional Auditions, University of Georgia

Teacher travel, no lessons

Spring break, no lessons

GMTA State Auditions

Memorial Day, no lessons

Spring Piano Recitals, PianoWorks, Duluth

#### **Last day of lessons**

Teacher Flex Days (equivalent to one week)