



# HEYWOOD MUSIC STUDIOS LLC

## POLICIES AND GUIDELINES

1531 MAIN STREET RUDOLPH WI 54475 ♦ 715-459-8180

### MISSION STATEMENT

At Heywood Music Studios, we are committed to fostering a sense of community as well as offering the highest level of music instruction. Our mission is to provide students of all ages with the skills they need to enjoy music for a lifetime.

### LESSON CONTENT

**Music** is a **language**--and like any language, there are many basics which must be mastered prior to advancing to more complex applications. During a course of study, I attempt to cover all areas of musicianship: theory, technique, formal analysis, harmony, ear-training, sight-reading, performance, and a comprehensive study of musical literature in a progressive fashion. I truly feel that a well-rounded musical education helps students define for themselves what music means to them.

### LESSON SCHEDULE

All private and group lessons are provided on a weekly basis in 30, 45 and 60-minute time slots. The studio will **not** schedule younger students (8-under) after 7 p.m. At the time of registration, students will pay in advance and start lessons after payment is received. Rates and/or fees are subject to change without notice.

### TUITION

Tuition is paid by the school year in three installments (August-December-May). Tuition includes all lessons, recital and event preparation, student incentives and administrative costs. Tuition pays for more than just the lesson time. It also includes preparation time which varies from week to week and from student to student. Tuition reserves your child a specific weekly lesson time; it is payment for your course of music education. Tuition is non-refundable. Tuition may be made by cash, check, Billpay/PopMoney (ask your financial institution about this) PayPal--make checks payable to **HEYWOOD MUSIC STUDIOS**. The studio will NOT accept post-dated checks. There is a \$50.00 fee plus bank charges for checks returned or rejected by your bank. Late installment payments (which are due in advance by the first of the month) is subject to a \$30.00 late fee. It is the student's responsibility to secure lesson materials. When students enroll, they are reserving their place in the studio for the entire year. Students are also expected to register for a minimum of 5 summer lessons. The enrollment is a firm commitment and guarantees your place in the studio. A cost of living adjustment in tuition can be expected every year in September. **All supplies, music, books and audition fees are not included in the tuition cost.**

### ATTENDANCE

All students must take weekly lessons throughout the academic year. Missed lessons are inevitable and, therefore, have been taken into account in the overall cost of tuition. Regular attendance is expected and encouraged in order to gain maximum benefit from music instruction. No credits or refunds are given for missed lessons. Tuition is due even if lessons are missed. Any lesson that I have to cancel will be made up or a credit will be given.

Students who attend lessons while ill will be sent home. A student is ill or contagious if they have had a fever within the last 24 hours, vomiting, excessive coughing, head cold, etc. Please be courteous and let me know in advance if you will have to miss your lesson. I would appreciate this so much! In the event of a large cancellation (severe inclement weather), the teacher will conduct a performance class (aka "group lesson") as the official "make-up" lesson. In addition, families of private students may trade their lesson time with another student ("Lesson Swap") to help avoid absences. By enrolling in lessons, you agree to automatically be listed on the roster.

### LESSON ETIQUETTE

Students must arrive promptly on time for lessons and be picked up promptly at their scheduled time after lessons. If a student arrives late, their lesson will still end at the usual time. Heywood Studios LLC is not responsible for students outside the specified period of their lesson.

- 1 Students are expected to bring all necessary music and materials to the lesson [in a tote bag].
- 2 To prevent disruptions, only enrolled student and parent are permitted in the studio during the lesson (no friends—sorry).
- 3 Turn off all electronic gadgets before entering studio (this includes students & parents).
- 4 Food and drink is **not** permitted in the studio (this includes chewing gum).
- 5 Clean hands and short nails.

**PRACTICE REQUIREMENTS AND HOME INSTRUMENTS**

Practice time must be sufficient to make clear and observable progress on a weekly basis at lessons. Students of all ages are expected to practice daily, keep a written log of their practicing, and to meet individualized practice time goals without significant exception. Your weekly lesson will **not** be used as PRACTICE TIME. Playing the piano should become part of your life. The success of a young music student is usually directly proportional to parental involvement in the learning process. Regardless of musical background, every parent can work with the teacher to make music lessons a positive experience. The studio has specific requirements on home instruments—either an acoustic piano or a digital keyboard (touch sensitive—or weighted keys) have a minimum of 60 keys, music rack, bench, sustain pedal and proper keyboard stand. Acoustic pianos should be tuned at least once per year (Heywood Studios recommends Mike Mitchell, certified Yamaha Technician—715-341-4908). Guitar students likewise need a quality instrument that is the correct size (“FIRST ACT brand guitars are not an acceptable ‘instrument’ to bring to lessons). A metronome is also a necessity—students are encouraged to either download an ‘app’ or purchase one prior to their first lesson.

**PERFORMANCE OPPORTUNITIES**

Please remember that performing is the only way that a student fully learns and gains control of a piece, so as to, better themselves as a musician. This also helps in developing self-esteem, discipline, poise, concentration, and posture. Every student who has ever performed grows to be a self-confident, reliable and secure person who is not afraid to take on a challenge. The more opportunities that a child has to push themselves to perfect their pieces, the higher level of practicing and performing they reach. Students may participate in the MTNA Achievement Award Program and other various citywide festivals, auditions and competitions. The Spring Recital is the main performance event of the year. **All students are required to attend.** At the end of the recital awards and certificates are presented and a group photograph is taken. It is a formal recital and girls must be in dresses and boys in dress slacks, dress shoes, shirt and tie with sports coat, sweater or vest.

**TERMINATION OF LESSONS**

If, at any point, you are unhappy with your lessons, please discuss this problem with your teacher (and sometimes a simple conference can remedy the situation). Regardless of the reason, as a courtesy to your instructor, please provide as much notice as possible if you plan to discontinue lessons. You may stop at any time, but keep in mind that you will not receive a refund for any remaining paid lessons. A student may be removed from a teacher's schedule if the student has significant behavioral problems, refuses to cooperate, is verbally abusive, is disrespectful or consistently shows little or no progress. Students may also need to be suspended if they miss many lessons or are behind in their financial commitments. Heywood Music Studios LLC reserves the right to terminate lessons with any student for non-compliance with any of the state lessons policies and requirements. **No refund will be given.**

**SUMMER STUDY**

In order to retain their space for fall and keep up their skills over the summer, students must register for summer lessons. Enrollment will be open to new students in May. Traveling out of town??—there is always the option of SKYPE or FACETIME lesson! The summer semester is billed and scheduled separately from the school year.

**FINAL COMMENTS**

Please do not hesitate to contact me if you have any questions. Successful piano teaching derives more than just the effort and skill of the piano teacher. It requires the dedicated involvement of a triad of parent(s), teacher and student. Your call is very important to me. The best time to reach me directly is in the morning. My phone is 715-459-8180; email address is: [email@heywoodmusicstudios.com](mailto:email@heywoodmusicstudios.com). Important studio information and news can be found 24/7 on my website: [www.heywoodmusicstudios.com](http://www.heywoodmusicstudios.com)

*I firmly believe that all students have a seed of ability. With a good method, fine teacher and a nurturing environment, that seed can grow into a talent and accomplishment that can be very rewarding and even superior. While some students may learn more quickly than others, it is important that we are concerned with individual feelings of accomplishment. Therefore, students and parents must be careful about expectations they have for their children or themselves. You may not see progress instantly or consistently, but if there is a sincere effort and an encouraging, praising environment THERE WILL BE REWARD. Please know that I believe that a music education or at the very least an exposure to music and its possibilities are essential to a greater understanding of one another and a fuller, richer life. Gail A. Heywood, NCTM*

**PLEASE DETACH AND RETURN WITH YOUR TUITION PAYMENT**

I understand and agree to abide to the terms set forth in the studio policies of Heywood Music Studios LLC (available on the website and at the studio) and will comply with our obligations and responsibilities as stated or implied (including practice, performance participation and student conduct). *I commit to lessons throughout the entire academic year and agree to pay all tuition and fees as listed.*

 \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Student Signature

 \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Parent/Legal Guardian signature