

## Foxx Piano Studio Policy



### LESSONS-

- I offer a few options for piano lessons: Private Lessons, Early Childhood or Special Need Lessons. These are both held once a week following the yearly calendar. Yearly calendar is published on the studio website. Please see registration form for more details on lesson options.
- Group lessons for both private and rotating students are held 3 times a year and will be served as free bonus lessons. The bonus group lessons may serve as "make-ups" for those unavoidable occasions when a student or, rarely, the teacher must miss a lesson. Students with perfect attendance may consider these as bonus lessons.
- Piano lab will be a variety of technique, theory, rhythm and ear training skills, music appreciation as well as composition. Students are expected to respect all studio property and to use equipment carefully. If a student does not respect the property in the lab, their use of the lab will be discontinued and you will be charge replacement cost of intentionally broken items. Normal wear is expected.
- Please be on time for your lesson and when picking up your child. If your lesson is from 4:00pm-4:45pm and you come at 4:10, the lesson will still end at 4:45pm. This insures that none of my lessons will run behind. Please do not arrive more than 5 min. before your lesson time or pick your child up more than 5 min. late.
- Students are expected to continue lessons in the summer months and participate in Piano Camp Workshops. Students who do not continue lessons in the summer or participate in Piano Workshops, will be put on a studio waiting list. *However*, if you wish to hold your spot, you can continue to pay the monthly piano fee during that time. Piano Workshops are held in December and during the summer. There are no regular lessons when I hold workshops during those two months. December's workshop is considered when tuition for the year is totaled and divided. It is the same tuition fee schedule you normally have during the year.

### TUITION-

- Tuition is based on a 10 month period (Aug-May) and divided into monthly payment installments that can be paid with different payment options listed on the registration form. The studio runs much like a private school; Tuition remains the same each month and is based on enrollment, not attendance, reserving your child's exclusive lesson time throughout the piano year, whether he/she attends lessons or not. (I can't teach another student when a student misses a lesson without replacing the student altogether.) TUITION INCLUDES ALL CORE MUSIC needed each semester.
- A commitment for a minimum of 1 semester (5 months) is required with a one-month written and paid notice before the semester ends should you decide to discontinue lessons. (Fall Semester: Aug-Dec; Spring Semester: Jan-May) Tuition does not change regardless of the actual number of lessons per month. (See yearly calendar for details) This policy covers both semesters for the school year. If you begin in the fall semester, re-registration in the spring is not necessary. It will be assumed that both Fall and Spring semesters will be taken unless I receive your one month notice before semester end. Re-registration for the following year is done every spring and due by May 1<sup>st</sup>.
- Tuition is due by the **1<sup>st</sup> of each month**. Please make the tuition check payable to "Foxx Piano Studio". If you are late with your payment, there is a 3 day grace period to turn in tuition without penalty. If you are more than 3 days late, please add a **\$15.00 late penalty** on your check. If you are late with tuition payments more than twice, you will be asked to pay quarterly tuition payments. There is a \$25.00 fee for bounced checks. Payment must be paid in cash before the next lesson.
- A **Non-Refundable \$100.00** Studio Fee per student is required for each academic year or whenever you begin piano lessons. The Studio Fee enables the studio to provide students with loaner music, incentives and rewards, and awards for the spring recital, defray substantial costs for the recital location, theory games, lab materials and upkeep, music library materials, miscellaneous handouts, and use of accompaniment CD's and disks during lesson time. This also includes a monthly subscription to MusicLearningCommunity.com, a mandatory online theory program that students will have weekly at home assignments in during the time you are enrolled in the studio.

### ATTENDANCE-

- A student who does not attend a lesson will simply miss the benefit of that lesson. Your tuition reserves you a weekly time slot and benefits within the studio. There will not be any make-up lessons when cancelled by the student; however keep in mind there are up to 3 bonus lessons scheduled throughout the year. You may refer to the student roster exchange list to swap lesson times with someone in case of illness, vacation etc... **Please inform me of any changes.** Should 2 people arrive at once, I will teach the one whose lesson is normally at that time. Please inform me if you do not wish to have your name included on the exchange list. If you cannot attend please call or I will worry. If I must miss a lesson I will call and reschedule with you.

### **DISCONTINUING LESSONS-**

- In the event there is a student who decides to discontinue lessons a one-month written and paid notice before the semester ends are required. The student must finish the remainder of the semester paid in full or forego any unused lessons, as there is no refund given. (ie: Fall Semester: one month notice by Dec. 1st; Spring Semester: one month notice by May 1st) If appropriate, a parent/student teacher conference may be scheduled before the last lesson to establish if this might be a temporary setback that can be resolved.

### **DISMISSAL & TERMINATION-** Should any of the following situations occur after parental notification has been made along with time provided to correct the situation, dismissal will result:

- Failure to make payments promptly.
- Failure to maintain practice standards.
- Persistent unexcused absences or tardiness.
- Failure to honor studio policies.
- Repeated neglect on the student's part to take responsibility for bringing materials, following assignment & practice directions.
- Inappropriate or disrespectful behavior, theft, and/or misbehavior in my home.

### **PRACTICING-**

- Students are required to complete their assignments each week. Daily practice is vital to musical progress. If you treat piano lessons like an academic subject, students will progress and grow and enjoy it more in the long run. Students are encouraged to keep a practice record, and to work toward musical goals rather than simply counting minutes. The study of music is rewarding and enjoyable, but it is also work! The recommended amount of practice time will be discussed with the student, and should be practiced at least 5 days a week. However, in my studio I stress quality practicing more than quantity practicing. To help with this, I also give some fun ideas that help with quality practicing through "practice games." Encourage your child to use the practice games. Your child will receive a practice record, which is to be maintained by the student and signed by the parent each week. Remember "You get out of it what you put into it." Unprepared lessons cost the same as prepared ones but their value is substantially compromised.

**Important note:** Sometime during the course of taking piano lessons, your child may say something like, "I don't want to practice," or "I'm too tired to go to piano lessons," or "I don't want to go- I want to play with my friends," "I want to quit," etc... Just be aware that your child's interest will probably not be consistent; but to be successful, you will need to be consistent in your encouragement and commitment to music instruction. In most cases, simply acknowledge your child's comments, but then go on with your normal routine just as you would if you heard the comment, "I don't want to brush my teeth," "I don't want to stop playing with my toys," or "I don't want to go to bed."

### **MISC...**

- Email or text is the best and preferred way to reach me. I check my email several times a day. I let the voicemail take calls during lessons.
- Any borrowed music from the music library that is not returned or is returned damaged will be charged to the student at its replacement cost.
- Be certain your piano is tuned and in good condition. It is very difficult to enjoy playing on an out-of-tune instrument. Putting off tuning is not cost effective; a piano which is very out of tune will most likely require several tunings over a period of weeks or months to bring it back to pitch. I can recommend tuners/technicians. If your child is starting on a keyboard it must be touch sensitive, have a pedal, and have at least 61 keys or more. Please be aware that this will only get them through the first year, maybe two. An electronic keyboard severely limits the technical and musical skills a student can practice on at home. After that you will want/need to invest in either a full size- 88 key acoustic piano or a good digital piano with weighted keys to get the full benefit of piano lessons.
- I expect students to have washed their hands thoroughly at home or when they get here. Long fingernails preclude the development of good piano technique, so please be sure they are trimmed short.--no longer than the end of the finger! This is necessary preparation for every lesson. If they are too long, we may use the lesson time to study theory. (A basketball player wouldn't play in high heels!)
- Foxx Piano Studio and Jennifer Foxx are released from any liabilities, accidents or injuries that may incur from the enrolled student with the participation of piano lessons, group classes, piano parties or piano events.
- During student and group gatherings and performances the teacher reserves the right to use video recording or to take photographs of students for use in the studio scrapbook, advertising materials, lesson demonstration and studio owned websites. Photos taken by the teacher OR that are shared with the teacher by other parents or students of gatherings or performances become the property of the studio and can be used at the discretion of the teacher in regards to the studio. The studio follows online safety rules in this matter.

### **MY RESPONSIBILITY-**

- My responsibility to the student is to provide an atmosphere for learning and a well-balanced musical education. Professional standards will be maintained and definite goals will be established for each student. It is my goal to give your child the best possible music education. I belong to professional organizations, attend workshops and educational programs, subscribe to professional publications, and engage in other activities on a continuing basis in order to provide opportunities for professional growth and enhance my own teaching skills.

# Foxx Piano Studio



## Piano Lesson Registration/Interview

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_ B-day: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_ Favorite Color: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell: \_\_\_\_\_

Parents Email: \_\_\_\_\_ Students Email: \_\_\_\_\_

I often communicate via email... How often do you check your email? \_\_\_\_\_

Your tuition reserves you a weekly time slot and benefits within the studio. There will not be any make-up lessons when cancelled by the student. However, you may refer to the student schedule to swap lesson times with someone in case of illness, vacation etc... Please inform me of any changes. Should 2 people arrive at once, I will teach the one whose lesson is normally at that time. Can I list your name and number to be included on the Lesson Swap List?  Yes  No (Please note if you decide to opt out of the list, you will not be able to take advantage of using it)

Piano Notes, my monthly Piano Studio Newsletter, is posted on my website: [www.FoxxPianoStudio.com](http://www.FoxxPianoStudio.com) under the Student section. It is updated at the end of each month for the following month. Do you have access to the Internet and are able to view or print out the newsletter at home or work?  Yes  No

Every once in a while I like to use the Internet for various Piano and Music activities during lab time. I only use websites that are appropriate for children and music related. Does your child have permission for this?  YES  NO  
I offer two types of piano lesson formats. Please check which lesson format you desire:

**Early Childhood or Special Need Lessons** - Early Childhood lessons are for students 4-6 years old or students with special needs. Private lessons or buddy lesson options are available. Private lessons are 20 or 30 minutes, buddy lessons are 40 minutes (each pays PR20 equivalent). Quarterly bonus group lessons are included and replace the regular lesson for that week.

**\*PR20 \$95.00 a month**       **\*PR30 \$125.00 a month** (Tuition includes ALL core music as needed each semester)

**Private Lesson (w/ lab bonus)**- Private lessons with lab are 45 or 60 minutes for students 7 years and up. 30 or 45 minutes will be private lesson time, a bonus of 15 minutes will be Piano Lab. (Lab will usually take place during another student's private lesson time). Students who would like to progress more quickly (ie: must be dedicated- consistent practicing plays a HUGE role), those who would like to participate in Arizona Study Program or need extra one on one time should take PR60. Quarterly bonus group lessons are included and replace the regular lesson for that week. *Please put a checkmark by which private lesson session you would like.*

**\*PR45 \$125.00 a month**       **\*PR60 \$165.00 a month** (Tuition includes ALL core music as needed each semester)

**Extra lesson-** 30 minute extra lesson is a private lesson for students who would like an additional lesson when we meet as a group or need an additional lesson for any reason. **\$30.00 a lesson** in addition to the rotating or private lesson tuition. Extra lesson tuition is due upon scheduling and is subject to availability.

\*The monthly tuition payment represents a percentage of total yearly tuition. The monthly payment does not change regardless of the actual number of lessons per month. Please remember tuition covers much more than the lesson itself. (Summer is billed separately)

**Please check how you would like to make your tuition payments:**

Credit Card (Paypal)       Online billpay

Semester (Aug-Dec, Jan-May)       Postdated checks by the semester(every 5 months)       Monthly checks

**I have read, understand and agree to the terms of the Studio policy.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student

## Student Profile

*Information will be kept confidential*

How much does this student want to take piano lessons?  A lot  A little  Not at all

What is this student's goal for taking lessons?

Has he/she taken piano before?  How long?  What method/level currently playing?

How did you hear about me?

Does this student play other instruments or taken any singing/dancing classes in the past or currently?

Does either parent have musical background?  YES  NO Describe:

On what kind of piano will this student be practicing?  Acoustic  Digital  \*Electric Keyboard

\*If Electric Keyboard how many keys?  Does it have a pedal jack?  Do you have a pedal?  Is it Touch-Sensitive (when keys are pushed does it play louds & softs depending how hard the key is pressed...)?

Will the piano be well-tuned?  Are there any parts on your piano that do not function (keys, pedal, etc...)?

Does the student currently own a metronome?

Will this student be able to acquire new materials as needed?

How much is this student willing to practice? (At least 5 days a week is required to ensure quality progression)

Is either parent able to attend the lesson if invited?

How much of the practice time can be supervised by a parent?

What kind(s) of music does this student like?

Does this student pick out tunes on the piano?

Can this student read?  Can they draw/write numbers or letters?

Does this student have any special needs (Autism, ADD, ADHD, Dyslexic, Learning needs, etc...), or psychological or physiological condition that would need special consideration? (Please note: I try my best to make sure that each child is set up for success right at the beginning. This information is pertinent in order for that to happen.)

Students attention span: Excellent  Good  Fair  Poor

Does this student take instruction well from parents and siblings?

Student's eyesight: Normal  Glasses  Problems  Students hearing: Normal  Impairment

School: Good student  Above average  Fair  Just passing

How does this student react to a challenge?

List extra-curricular activities and what kind of demands these will make on their time:

List any other interests or hobbies:

Does your child have any allergies?  If so, please specify:

What are the student and parent expectations of these lessons?

# FOXX PIANO STUDIO ENROLLMENT AGREEMENT

This Enrollment Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between Foxx Piano Studio and \_\_\_\_\_ (Student) or if Student is a minor, \_\_\_\_\_ (Parent), (Studio, Student, and Parents together shall be referred to as the "Parties"), according to the provisions herein below:

- 1. Lessons.** Teacher agrees to provide lessons to Student, and Student agrees to enroll in lessons with the Teacher. Rules, regulations, policies, and other provisions relating to the lessons are contained in the Studio Policy, attached hereto as Exhibit A.
- 2. Studio Policy.** As a condition to Teacher providing lessons to Student, Student agrees to comply with all of the provisions set forth in the Studio Policy, attached hereto as Exhibit A and incorporated herein by reference. Student and/or Parent acknowledge that they have received and read a copy of the Studio Policy, and understand all the provisions therein. Student and/or Parent understand that the Studio may terminate enrollment for Student and/or Parent's failure to comply with the Studio Policy, in accordance with the termination provisions set forth herein below.
- 3. Modification to Studio Policy.** The Studio Policy may be revised periodically to address the changing needs of the Studio and its student enrollment. The Studio will provide at least two weeks' notice to Student and/or Parent before any changes in Studio Policy take effect. The Student's continuation of lessons will be deemed Student and/or Parent's acceptance of Studio Policy changes, unless otherwise notified by the Student and/or Parent within one week of Studio's issuance of notice.
- 4. Tuition Fee.** The tuition fee is due on the first day of the month, in accordance with the rate schedule set forth in the Studio Policy. Tuition payments may be delivered to the Studio at the first lesson or by mail to: 15734 W. Durango St. Goodyear, AZ. 85338. Acceptable methods of payment are by: personal check, online billpay, cash or paypal. Late payment fees, and materials and activity fees will be charged in accordance with the provisions set forth in the Studio Policy.
- 5. Cancellations; Tardiness.** Student and/or Parent must provide the Studio advance notice in accordance with the Studio Policy to cancel a lesson. If Student and/or Parent comply with the notice provision in Studio Policy, the Studio will allow student and/or parent to take advantage of the student roster exchange list in accordance with the terms specified in the Studio Policy. There are no refunds for missed lessons. If sufficient notice is not given to the Studio, Student and/or Parent will forfeit the use of the exchange list in its entirety.
- 6. Termination of Lessons.** Students may terminate lessons for any reason. However, before lessons are terminated, students must provide the Studio with a non-refundable termination fee equivalent to one month's tuition one month before semester end regardless of the reason for termination. Students may but are not obligated to complete lessons until the end of the semester. However the one month paid notice before semester ends must be given regardless if lessons are taken advantage of in the last month or not. The Studio may terminate lessons for any reason. If the Studio terminates lessons, tuition will be pro-rated up to the last lesson taken by the Student.
- 7. Waiver of Breach.** The waiver of either party of any breach shall not be construed to be a continuing waiver of any subsequent breach. No waiver by either party of the provisions herein shall be deemed to have been made unless expressed in writing and signed by all parties to this Agreement.
- 8. Mediation of Disputes.** If a dispute arises out of, or relates to, this Agreement, Teacher, Parent and/or Student agree to first try in good faith to settle the dispute by non-binding mediation before resorting to court action or binding arbitration. To invoke mediation, one party shall notify the other and the two parties shall choose an impartial, neutral mediator. The mediator shall conduct the mediation session or sessions within the next three weeks. Costs of mediation shall be divided equally between the parties.
- 9. Attorneys' Fees.** If litigation or arbitration arises from this Agreement, the prevailing party shall be reimbursed by the other party for reasonable attorneys' fees and court or arbitration costs.
- 10. Severability.** If any term or provision is illegal or invalid for any reason whatsoever, such provision is severable from the rest of the Agreement and shall not affect the validity or legality of the remainder of this Agreement.

**STUDENT OR PARENT** (for students who are minors):

**[FOXX PIANO STUDIO, JENNIFER FOXX]**

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Foxx Piano Studio



## 2011-12' PIANO EVENTS

Throughout the year there are plenty of Piano Events your child can participate in.  
All events listed except for the annual spring studio recital is completely optional.

Please check which events you would be interested in having your child participate in this next year and return this form to me.

*\*Most of the dates are tentative until I get confirmation in August.*

**(All fees are non-refundable and will be due by September, 2011.)**

NAME: \_\_\_\_\_

### OPTIONAL EVENTS

\_\_\_ **Halloween Festival** is an open house recital party in my home where students have the opportunity to play for family and friends and dress up in costume. This is a fun and relaxed performance opportunity for all!

**Date:** Saturday, October 22<sup>nd</sup> **Prerequisite:** None **Fee:** \$6.00

\_\_\_ **Keyboard Festival** is a fun event for students of all ages and abilities to take advantage of! Students play a piece on a Yamaha digital piano with an orchestrated background. There will be balloons, goodies to take home, certificate, t-shirt, pictures and a PRIZE GIVEAWAY! Fun for the whole family! **Date:** March 10<sup>th</sup>

**Prerequisite:** None **Fee:** \$16.00

\_\_\_ **Music at the Mall** is a program through PMTA. This is an enjoyable event where students perform a Christmas piece at Metrocenter Mall. A great way to welcome in the holiday spirit! **Date:** Saturday, December 10<sup>th</sup>

**Prerequisite:** None **Fee:** \$8.00

\_\_\_ **Studio Festival** is an MTNA program where students are evaluated on two performance pieces and have a chance to earn a medal through their memorized performance pieces **Date:** April 14<sup>th</sup>

**Prerequisite:** None **Fee:** \$12.00

\_\_\_ **Piano Ensemble** This program is through PMTA. Thirteen pianos are placed on a stage and students perform their number with a conductor. Students are paired with a duet partner and assigned a specified piece (Primo OR Secondo). The teacher will place students in a group based on ability to play the piece up to tempo and ability to FOLLOW A CONDUCTOR. **Attendance at rehearsals are required.** Students participating 5 years or more receive special recognition in the program and a trophy. Make this a goal to be able to participate in this event.

**Prerequisite:** 2 years of piano lessons and/or duet experience. Ability to play with a steady and accurate rhythm in a group setting. **Rehearsals:** Mandatory- Feb 9, 16 & 23<sup>rd</sup> **Concert Date:** February 25<sup>th</sup> **Fee:** \$23.00\* \*Includes music

\_\_\_ **Arizona Study Program** This program is through ASMTA. This is a great program for students who are more serious in their music studies and would like an extra challenge. Students will be tested in 3 different areas:

Theory, Technique and Performance. Evaluations are held in the Spring. **Prerequisite:** 2 years of piano lessons AND must enroll in private lessons- PR60 **Date:** April 28<sup>th</sup> **Fee:** \$30.00 **includes** theory book

## Foxx Piano Studio Internet Safety and Acceptable Use Policy

The Internet has become an important tool for lifelong learning in all areas of education – including music. Access to information about music history and composers, multimedia music games and learning activities, and interactive tools to create music and play with sound are just a few of the applications that have added a whole new dimension to music education.

However, as with many aspects of human progress, certain abuses make policy statements such as this one, a necessity.

- Students should only use the studio computer and the Internet to complete the work assigned to them... no homework or email on the studio computer.
- Unless research is part of the assignment, students are requested to not move beyond the assigned resources to other sites that have not been previewed by the teacher.
- Students should use the Internet in a responsible, ethical and legal manner in accordance with the mission of this music studio. The use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior.
- While precautions are made, it is possible that students may accidentally access objectionable material on the Internet. Students should immediately report access of inappropriate material to the teacher.
- Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet in this music studio, as well as from home.

The following activities are not permitted:

- To upload or download any file without the teachers permission
- To disable, change the settings or in any way damage the computer
- To access another student's materials, scores or files without permission
- To copy, download or distribute any copyrighted material without permission

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date