

Teresa N. Glenn



STUDIO POLICY Weekday

September 1, 2022 – August 31, 2023

Welcome to the wondrous world of music education! I am delighted to take this voyage of discovery with you and your family. The following information will clarify how we can make the most of our fantastic experiences.

Private lessons are weekly in sessions of 30, 45 or 60 minutes. A minimum of 30 minutes of daily practice is expected for 30 minute lessons. A student prepares 45 – 60 minutes daily for a 45 minute lesson, and 60 – 90 minutes daily for a 60 minute lesson. Students are expected to have access to and to practice on an acoustic piano or a full sized keyboard with weighted keys. Acoustic pianos are strongly recommended, especially after the first year of study.

Invoices are sent monthly for tuition and book fees. Annual tuition is divided evenly into 12 payments over the calendar year. Payments are expected a on monthly basis and are due at the first lesson of each month or no later than the 10th day of each month. **Payments must be received on or before the 10th of each month to avoid a late fee of \$10.00.** If payment is received after the 17th of the month, the late fee is \$25.00. A fee of \$25.00 is also charged for checks that have insufficient funds. Payments can be made out to Teresa Glenn and paid in cash, check, or electronic routes including Venmo and Zelle.

Weekday tuition rates are:

\$120 for 30 minute lessons
\$180 for 45 minute lessons
\$240 for 60 minute lessons

All fees paid are nonrefundable.

Forty-eight educational sessions are scheduled over twelve months: thirty-eight private lessons, three bonus lessons, two group classes, one rehearsal for Popular Showcase recital and four recitals, including Popular Showcase. **Missed lessons are not eligible for reschedule without 24 hours advance notification.**

A cancellation notice of 48 hours is required when schedule conflicts occur because of school and sporting events, vacation, or personal or religious holidays. For these events, sufficient notice may allow rescheduling a lesson, but rescheduling is not guaranteed. The time scheduled for each student's lesson is reserved for his or her exclusive use. **Tuition must be paid for lessons, whether taken or missed.** Cincinnati Music Academy (CMA) registration fees are paid annually to CMA. Students with unpaid CMA fees are not eligible for recitals.

513-708-6613 cellular & text messages
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8/21/2022

**Attendance:**

Piano lessons run year round. Students who continue their musical studies during the summer experience less frustration and improve more quickly. All students are expected to continue lessons over the summer. With reasonable notice, Miss Glenn may schedule make up time for any lesson(s) a student may miss because of travel or other activities.

On rare occasions, Miss Glenn may cancel a lesson in case of personal illness, family emergency or inclement weather. The first snow day of the season will not be rescheduled. Cancelled lessons may be eligible for make up in person or online depending on availability. Cancellation notices are sent by phone, text message, voice mail, e-mail or all of the above.

Group Classes:

In fall and spring, we forgo a week of private lessons for group class. Students are gathered by grade and age into small groups. Students learn to give and receive positive feedback from their peers. Group classes encourage camaraderie, provide performance experience and develop better and more sensitive listeners.

Recitals:

Annually, the studio holds four recitals: fall, winter, spring and Popular Showcase. All school age students are expected to participate. Adult students are welcome to attend and/or perform. Friends and family are welcome to attend. Small children must be supervised; if necessary, parents should be prepared to remove little guests to avoid distraction during a performance. Cameras and video equipment, when used discreetly, are welcome.

Popular Showcase Recital is an opportunity for students to perform in a piano trio with a percussionist and bass player. Each student will prepare one piece of his or her own choice. Each student will be scheduled for a rehearsal time with the musicians. Rehearsal is essential both for the student and the accompanying musicians. **Rehearsal for the Popular Showcase Recital is mandatory.**

Any student who misses rehearsal will not perform in the recital. Popular Showcase recital is March 13, 2022. Rehearsal is Saturday, March 12, 2022 at Cincinnati Music Academy.

Recital Attire: Girls should wear a party dress or dress slacks and dress shoes. Hair should be pulled back from face. Boys should wear a shirt and tie or dress shirt, dress slacks and dress shoes. Nails trimmed. Acrylic nails are not permitted in the studio or in recitals. No gum chewing. No sneakers.

Discontinuation: Students discontinuing lessons are required to give four weeks notification. Tuition and fees are still due monthly and are nonrefundable.

A student may be dismissed for repeated lack of preparation, habitually missing lessons, behavior and/or attitude problems or nonpayment.