

## AMY IMMERMAN PIANO STUDIO POLICIES

UPDATED JUNE 2022

Welcome to my studio! Whether you're a returning student or just starting with me, I am honored to serve you and your family. Please review my Studio Policy. It sets out the rules I have established to make the learning experience beneficial for all students. While I know that unexpected events may arise that necessitate an exception to these rules, I reserve the right to determine when to grant any such exception. My goal is that the lessons will be fun and enjoyable, and that my students develop a life-long passion for music!

I prefer lessons be taken in-person. However, online lessons using Zoom is an option when necessary.

### HOW TO CONTACT INSTRUCTOR

Email or text messaging is my preferred method of contact:

- [amy@cincinnatiacademy.com](mailto:amy@cincinnatiacademy.com)
- 513-404-0207 (cell/text)

### TUITION

New rates for the 2022-2023 year are as follows. These rates take place starting with the August 15, 2022 invoice.

- 15-minute weekly lessons - \$80/mo.
- 30-minute weekly lessons - \$145/mo.
- 45-minute weekly lessons - \$200/mo.
- 60-minute weekly lessons - \$270/mo.
- A la carte lessons - \$90/hour

### ANNUAL PIANO PROGRAM INCLUDES...

- 38 Private Lessons
- Three Group Classes
- Two Studio Recitals
- One Collaborative Recital with Rehearsal (bass player & drummer)
- Seven adult social events (4 soirees, 3 potlucks)\*
- Event preparation, letters of recommendation
- Piano Maestro iPad app (at home and in studio)

*\* Adult social events will hopefully start up again in Fall 2022.*

#### **NOT INCLUDED**

- Music
- Assessment and outside performance events, including
  - Masquerade Musicale
  - OhioMTA Showcase Recitals
  - Concerto Competitions
  - Junior Music Festival
  - Royal Conservatory of Music (RCM) Assessment Fees

**PIANO LESSONS RUN YEAR-ROUND.** The studio calendar runs from the Monday after Labor Day through the end of August. All students are expected to continue lessons year round.

#### **CINCINNATI MUSIC ACADEMY ANNUAL REGISTRATION FEE**

In addition to monthly tuition, Cincinnati Music Academy requires students to pay an annual registration fee and submit an updated registration form, either each September or when the student enrolls. This fee is payable directly to CMA: \$30 for one student, \$50 for 2 students/same family, \$70 for 3 or more students/same family. Registration fees may be paid (1) online (top corner of CMA homepage under 'signup'), (2) you may print the form from our website and mail, or hand deliver it, or (3) pick up a form from our main bulletin board or in the studio. Registering online is easy and quick, and the preferred way.

#### **MAKE-UP LESSONS AND REFUNDS**

The studio does not give credit or refunds for lessons or events missed by a student, or due to inclement weather. If a student provides at least 48 hours advance notice of an expected absence, and if the reason for the absence is, in the judgement of the studio, beyond the reasonable control of the student (e.g., illness, death in family, etc.), then the studio may provide make-up lessons if a time slot is available. Lessons will not be made up for cancellations due to sporting events, vacations, and spring breaks.

#### **RESCHEDULING LESSONS**

If you cannot make your scheduled lesson, please look at Mrs. Immerman's day-to-day calendar from her webpage at [www.cincinnati-music-academy.com](http://www.cincinnati-music-academy.com). Students cannot make changes to the calendar but may see what's available and send a text or email to request a change. This calendar is available 24/7. Please use it!

#### **NOT FEELING WELL?**

If you have a fever, don't feel well, or have been around anyone who has been sick, *do not come for an in-person lesson*. If you feel well enough to take your lesson online, please notify the studio with as much notice as possible and we'll Zoom.

#### **INCLEMENT WEATHER**

If the weather is bad, lessons may be converted to online by teacher or student.

#### **TEACHER ABSENCE**

Illness or other emergencies may arise which prevent me from offering a lesson at a scheduled time. If I am unable to provide a scheduled lesson due to illness or other reasons, make-up

lessons will be scheduled at a time when the student and teacher are available. No refunds or credits will be provided if the make-up lesson cannot be scheduled.

### **PARENTAL INVOLVEMENT/SUPPORT**

The studio encourages parents to attend and quietly observe lessons for their children. The studio reserves the right to exclude a parent if the teacher determines that the parent's presence is disturbing the child or impeding his or her progress. An ideal teaching environment is consistent and calm. Observing your child's lesson will help you guide your child's practice at home, and support their musical development.

Up to an age determined by the individual needs of each student, parental involvement in home practice is important. Creating a routine that ensures that practice time is calm, focused, and consistent is the best way to help your child overcome any frustrations that may arise. It is best if the piano is in a room away from television and other distractions.

Please don't forget to have fun! At the core, music is fun and beautiful. On those days when your child does not want to practice, use your own creativity and imagination to create games, fun goals, and positive reinforcement for good practice. If you or your child is struggling with practice at home, please let me know so that I may suggest new ideas.

Suggested Reading: *Helping Parents Practice* by Edmund Sprunger

### **PRACTICE EXPECTATIONS**

Although it is okay to miss an occasional day here and there, practice should become a routine part of the student's day, every day. My favorite saying is: *Only practice on the days you eat!*

Parents should ensure that the student is given a quiet practice area. Parents should monitor practices and ensure that all assignments given to the student are completed. Practice should concentrate on how, not how much, something is done. A good rule of thumb is to practice the length of your lesson. If you have questions, please contact me so I can help!

<p><b>Slow practice = fast progress</b> <b>Fast practice = slow progress</b> <b>No practice = no progress</b></p>
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<p><b>Don't practice until you get it right. Practice until you don't get it wrong.</b></p>
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### **LISTENING**

Students who listen to recordings of the pieces they are learning will learn faster. This is especially important when the piece is new. The student learns to "self-correct" if the sound is internalized. The ears are learning too!

### **PUNCTUALITY**

#### **In-Person Lessons**

The student should come directly into the studio at his or her lesson time. If you arrive early, please wait until your appointed time before entering the studio. A tardy student will be given only the time remaining in the student's scheduled lesson period. Students should bring all current books and materials to each lesson, even if assignments are not made in every book. Parents are expected to be punctual in picking up their children after the lesson.

### **On-Line Lessons**

Once you enter the Zoom meeting, you will be in a waiting room until it is time for your lesson. If you have trouble connecting, please text me. Students should have all materials needed for their lesson within reach, including stickers, a pencil and metronome!

**COMING FROM SPORTS?** If you are bringing your child to piano lessons directly from sports, or from any activity where clothes are muddy from playing outside, please have them change into cleaner clothes and, if necessary, a change of shoes (please don't track in mud). Provide a way for students to freshen up if they need a shower before coming into the studio.

### **RECITAL POLICY**

The studio holds three recitals annually. All children are expected to participate; adult students are invited to participate. Except for duets and adult performers, music should be memorized.

Friends and family are welcome to attend recitals. Small children are also welcome, but parents should be prepared to remove little guests, if necessary, to avoid distracting a performance.

Families are asked to bring either a beverage or finger food for the reception following each recital. Cameras and video recording are welcome.

Please arrive promptly and avoid leaving during recitals. If you must leave early, please leave only during applause.

Dress for recitals: Girls should wear party dress or dress slacks and dress shoes. Boys should wear a shirt and tie, dress slacks, and dress shoes. Hair should be pulled back from the face. Nails trimmed. No gum chewing. No sneakers.

### **TERMINATION OF SCHEDULED LESSONS**

If a student decides to stop taking lessons, the studio requires one-month advance notice of the termination. No refunds or credits will be given for any pre-paid lessons. In addition, any scheduled make-up lessons will be cancelled with no refunds or credits. All unpaid fees must be paid prior to termination.

### **DISMISSAL**

Students may be dismissed for any of the following reasons:

- Repeated failure to attend lessons
- Repeated failure to prepare for lessons
- Behavior or attitude problems (student or parent!)
- Nonpayment of tuition or other expenses

#### **PAYMENT TERMS AND CONDITIONS**

- Lesson fees are based on the annual calendar year and divided into twelve equal payments.
- Students will receive an email invoice on or around the 15<sup>th</sup> of each month. Monthly payments are due by the last day of each month. Payments not received by the fifth day of the month will incur a \$25 late fee.
- Monthly fees are due during the summer months even if lessons are not scheduled during a single calendar month.
- There is a \$35 fee on all returned checks. The return check fee plus the original payment must be received by the studio before any further lessons will be provided. A personal check will not be accepted as repayment for a returned check.
- Consider setting up the monthly tuition as an automatic payment through your bank's online 'web pay' service. This is a free service provided by most banking institutions. Students who use this option will still receive an invoice on the 15<sup>th</sup> of each month. If there are additional expenses on the invoice (music, event fees, etc.), it is your responsibility to adjust the payment amount before the bank sends the check.
- Payment Options:
  - Preferred
    - Personal checks, payable to *A Rose Piano, Inc.*
    - Zelle to 513-404-0207
    - Cash
    - PayPal: send payment to [amy@cincinnati-music-academy.com](mailto:amy@cincinnati-music-academy.com). *If you use PayPal, please do not designate me as a business so that I may avoid being charged a service fee.*
  - Less preferred
    - Credit card (your card will be charged on the last day of each month)

#### **AND LASTLY...**

#### **LEARNING TO PLAY THE PIANO IS A JOURNEY, NOT A DESTINATION**

My goal is to make each student the best he or she can be. Avoid comparing your progress or your child's progress to other students. The best path to success is to practice with intent every day, and spend more time on your weaknesses than on your strengths. Ability comes from regular practice, realistic goals, patience, and focus. Lily Tomlin says it well: *"The road to success is always under construction."*