

# James Loughery Piano Studio

🎵 Cincinnati Music Academy, 7420 Montgomery Road, Cincinnati OH 45236 🎵

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## Studio Policies

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🎵 Hello and a warm welcome to the Loughery Piano Studio! It is a joy to be with you on the path of musical discovery. My goal is to make each individual student the best they can be by encouraging their individual talents, strengthening their technique, exploring their unique relationship to music, introducing them to new music, bringing out their creativity, and always increasing their love of music.

The information in this policy aims to give you clear expectations for making your experience taking lessons at my studio the very best possible. Please take the time to review this document. All answers to questions about my studio procedures can be found here. 🎵

## Tuition & Registration

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Tuition is determined by the *annual cost* of lessons divided into equal monthly payments. There are 44 events scheduled for each calendar year (42 private lessons and two studio recitals).

Summer lessons are included in yearly calendar, and all students are expected to continue lessons through the summer.

### **Monthly tuition:**

- 30-minute lessons: \$125
- 45-minute lessons: \$182
- 60-minute lessons: \$240
- Individual lessons/consultations: \$70/hour

### **Annual program includes:**

- 42 private lessons
- 2 studio recitals
- 4 adult soirées
- Sheet music (printed/emailed)
- Professionally engraved scores (for compositions, arrangements)
- Letters of recommendation

### **Not included:**

- Books
- Outside performance events

## Registration

Annual CMA registration is **due by September 1st** of each calendar year (beginning of fall semester), and is priced as follows:

- 1 student: \$30
- 2 students: \$50
- 3 or more students from same family: \$70

This fee may be completed online ([cincinnati-music-academy.com/sign-up](http://cincinnati-music-academy.com/sign-up)) or by registration form with check payable to Cincinnati Music Academy.

## Student Expectations

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### Materials for Lessons

- 3-ring binder with pockets (for sheet music and printouts)
- Journal for weekly notes—emailed notes available upon request
- Books (purchased as recommended)

### Student Expectations/Parental Participation

- Review each week's written/emailed lesson plans for assignments
- Practice *consistently*
- Arrive prepared with all materials
- Listen to piano music frequently, *especially* current assignments and recommendations. An abundance of listening is found in my **studio resources** document (found [here](#) and at bottom)!

### Practicing

With consistency and patience, practicing can be a very stimulating and rewarding endeavor. The main purpose of practice is to make the mechanical details of playing more *automatic* so that the mind is freed to concentrate on *musical expression*.

Practice should become a routine part of the student's day, every day. While practice times vary, time should be concentrated on the immediate goals for each student. A good rule of thumb is to practice the length of your lesson time.

Please find tons of practice strategies, tips, and other advice in my **studio resources** document (found [here](#) and at bottom)!

## Recitals

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There are two recitals per year (fall/spring), and all students are expected to participate, though adult student participation is optional. Family and friends are welcome to join—permission should be requested for more than four guests. For any receptions following the recital, families are asked to bring either a beverage or finger food.

Dress semi-formally (no ties necessary), but *comfortably* for performance. If you must leave early, leave during applause in between pieces.

## Rescheduling, Vacations & Holidays

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### **Makeup lessons**

With no less than 24 hours' notice, lessons may be rescheduled if the space and time are available. Simply access my studio calendar (shared with all new students via email), find an available spot, and *request that time directly from me*.

Makeup credits (unredeemed makeup lessons) are valid until annual renewals (September 1<sup>st</sup>). If a mutual makeup time cannot be found after a reasonable number of attempts, they may be forfeited.

The studio does not provide refunds or prorations for lessons or events missed. Should a student miss a larger amount of lessons (e.g. one month), a combination of 'flex weeks' and makeups will be applied to the student's account.

Flexible scheduling will be accommodated as much as possible for those who travel over the summer, provided ample notice is given.

### **Flex weeks**

There is a total of 44 events programmed for each calendar year. Annual tuition is based on the cost for *a total of 42 events*, meaning there are 2 absences built into tuition that may not be rescheduled (termed 'flex weeks'). Should a student miss a larger amount of lessons (e.g. one month), a combinations of 'flex weeks' and makeups will be applied to the student's account.

### **Online lessons**

In the case of illness, inclement weather, foreign location or otherwise, lessons may be converted to online by teacher if sudden illness occurs or inclement weather makes travel to the studio inordinately difficult. All online platforms are possible (Skype, Zoom, FaceTime, Google Hangouts, etc.).

Likewise, if you are feeling ill or otherwise cannot travel to the studio for your lesson time, notify me as soon as you are able and we will convert to online lessons.

### **Teacher absence**

In the rare occasion I must cancel lessons for the day, I will notify students as soon as possible and an attempt to schedule makeup lessons at a mutually convenient time will be made.

### **Vacations**

I reserve vacation time each year which is scheduled and communicated in advance. Because annual tuition is based on the cost for *a total of 42 events*, there are up to 6 weeks per year for which my studio may be closed with no lessons. These weeks are not subject to makeup lessons.

### **Holidays**

There will be no lessons or makeups for lessons that fall on the following public holidays:

- New Year's Eve and New Year's Day
- MLK Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve and Christmas Day

## Discontinuation

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### **Withdrawal**

Students/parents should notify instructor 30 days in advance to withdraw from lessons, at which time the final month's tuition, along with any other unpaid fees, will be due. Without 30-day notice, students/parents are responsible for the upcoming month's tuition.

### **Dismissal**

Lessons may be subject to termination by instructor should there be behavior or attitude problems, excessive missed class, or nonpayment or delinquency of tuition, fees, or registration.