



Annette Meyer, Ltd. Declaration of Commitment

Congratulations on your desire to learn an instrument! In life, there is nothing greater than learning to appreciate music through the art of reading and direct play. I thank you for selecting my studio and look forward to our adventures in music! Investment, enrichment, whatever you may call it; these lessons can offer an ongoing guide to increased knowledge of both your instrument and yourself.

What Music can cultivate in a Student

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|---------------------|-------------------|---------------------|-------------------------|
| Creative Initiative | Self- Empowerment | Mental Development | Abilities to Focus |
| Multi-Tasking | Interpretation | Improvisation | Sense of Accomplishment |
| Social Poise | Confidence | Aural/Visual Memory | Goal-Setting |

The studio teaching philosophy:

- Our primary goal is to teach you how to learn.
- We match my teaching style to your learning style. It is, therefore, flexible, individual and varied.
- Empowerment is the key to motivation and success. It is not something we do to you, the student; rather it is something you do to yourself. We simply facilitate the process by introducing possibilities.

Our commitment to you as your teachers:

- We'll never be angry if you ask a question.
- We'll never be angry if you make a mistake.
- We'll ask you to stop lessons only if you aren't trying to learn.
- If you don't understand, it's our fault, not yours. It's our job to teach you in a way you can understand.
- Attempting is often more important than succeeding.
- We will always show you respect and courtesy.
- We will always encourage/support your exploration, creativity, initiative and self-direction.

Music is a joy and lessons should always be fun. They are a privilege, not a punishment or requirement. If we're not having fun, something is wrong. Although piano study isn't always going to be easy, it should always be satisfying.

This is our commitment to you.

Studio Operating Schedule

The studio is in operation for approximately forty-six weeks out of a year, and each year “officially” begins in August, prior to the start of school. The weeks that the studio will be closed are in actuality spread out throughout the year and tend to coincide with the school closure schedules (i.e.: Thanksgiving, Christmas, New Years, etc). In August and January, a schedule is distributed outlining the weeks the studio will be closed. During the weeks of closure, we encourage and distribute enough additional materials to occupy the students’ time. We also support “taking a break” and using these weeks to just ignore the instrument or self-explore, whatever your desire. Please see the ‘Excused Absence and Cancellation Policy’ for additional details. Please note that a minimum of a six month commitment is expected for those students just beginning. In addition, all first year students must continue lessons over the summer so that material knowledge is not lost.

Excused Absences and Cancellations

As the studio has several weeks throughout the year of closure, during which time the students can take time off, excused absences for any length of time or cancellations of any sort, are to be 1.) Re-scheduled as make-up lessons or 2.) Provided far enough in advance, so as not to cause additional scheduling conflicts or deprive other students of potentially utilizing that spot. Each time a lesson is cancelled and re-scheduled; there is a two-dollar charge that may be assessed. If you are unable or unwilling to re-schedule lessons and your absences become excessive, then your time slot will not be held for you the following year. In addition, you will be expected to pay for missed lessons if they are not re-scheduled. Please see the ‘Make-up Lessons and Re-scheduling Lessons Policy’ for additional details.

Make-up Lessons and Re-scheduling Lessons

The studio operates on a 24 hour System. A student may have a make-up or rescheduled lesson for whatever reason provided 24 hours notice is given. A message must be left on the studio voicemail, as there is a date and time stamp for authentication purposes. Please note that e-mail is not an accepted means of notification. Illness, however, is the one exception to the 24-hour policy. If the student wakes up sick, or comes home from school during the day, a make-up lesson is allowed. If a sibling or parent is ill, however, the parent must make other arrangements to get the student to the lesson, as no make-up will be granted for this. In addition, please be reminded of the additional two-dollar charge each time a lesson is cancelled, regardless as to the reason.

Make-up lessons are held as both an “as available”, where you may ask for any available scheduling slot, or they can be scheduled during the numerous weeks of studio closure. If you are unable to make-up the lesson, the current session will carry forward one week so that billing stays current. Credits are not carried forward, they are applied to the next lesson and that extends the cycle one week more. All students have billing logs, so if you need verification of status for billing, please email: Annette@ameyerstudios.com.

Annual Calendar of Events

Once a full year has been taken under the guidelines of this studio, competitions and adjudications may be entered at the discretion of the teacher, the student and all related parties. Recitals for family and friends will be compiled annually and performed at the student’s own residence. In this studio, the process is valued more than the outcome, so while competitions and evaluations are available through the National Federation of Musicians, as well as Solo & Ensemble, this studio will promote and then prepare the student for these competitions only after the first full year of lessons as a minimum guideline. All competition fees and recital costs will be passed on to the student for reimbursement once approval has been obtained.

Student Responsibilities

Lesson Time: Each student is expected to arrive on time and with all materials in hand. Arrival time must be no more than five minutes before your scheduled lesson time, unless prior arrangements are made with either the instructor or Annette Meyer. If you are late, you will lose those minutes and will not be able to make them up. There are no “run-over” times, as lessons are consecutive and it is not fair to punish the person after you. There are no exceptions to this rule, no matter how extreme the circumstances.

Arrival/Drop Off: Please use the rear parking lot for drop-off/pick-up only. If you choose to remain, you may wait in the lobby area of the studios during your child’s lesson. In the event your child is finished before you arrive, please instruct your child to wait until they see your car to exit the building. In the event of an emergency, please contact Annette Meyer’s cell phone **(262) 749-0448 via text.**

Multi-Student Families: In the event there is more than one student from a family and the lesson times run consecutively, please bring quiet work to do while waiting for your other family member to finish. There is to be no loud talking and no unnecessary comments are to be exchanged with the sibling when it is not your lesson time. If there is a conflict that cannot be resolved, I reserve the right to re-assign your lesson time.

Observers: There are to be no observers at a lesson unless at the request of the instructor or if the visit is pre-arranged prior to the lesson. Please realize that there are no exceptions to this rule under any circumstances.

Etiquette: All students will remove their coats upon entering the music studio’s and will refrain from using loud voices in proximity of the music studio’s. All students will wash their hands prior to beginning their lesson and will refrain from eating or drinking prior to or during a lesson unless authorized by instructor. Please be aware that if any equipment is damaged by a student, the student will no longer be able to use it, and the parent is expected to replace it at current market value. This applies to the video gaming systems and all of the components, including the television.

Payment and Penalties

Payment is due at the first lesson following receipt of the four week session notice sent home with your child or via email. If you are unable to remit for the full four week session, weekly payments may be made, but you must contact our office to do so. There are no package prices, family plan discounts, bi-weekly, group lesson or volume pricing available. Services are to be paid for within a week of receiving the notice from your child. If your child fails to give it to you, a follow-up notice will be sent the next subsequent week for payment. Please remit in a timely fashion. The studio reserves the right to access a late penalty of \$10 if payment is more than 15 days late or beyond two weeks into the session. Receipts for monies received will be initialed by the student and maintained in the lesson log. If you desire a monthly receipt printout, please notify our office at (262) 474-0109.

Materials and Supplies

Each student will be required to purchase a music book appropriate to his or her level of play as determined by the teacher. In addition, a specialized music notebook is needed for detailing lesson plans and practice materials and will be supplied by the studio each piano year for \$10. The studio will provide, at cost, all music books and will subsequently supply any additional materials at cost deemed necessary to the continued growth and development of the student. There is a one time materials fee of \$10 per year to cover the costs of printing and materials that are distributed annually. Students are responsible for paying for these materials in the same fashion as is expected for their lesson fees. Ancillary materials may be provided at no charge, contingent upon their return in the same condition they were loaned out at. All other supplies will be discussed prior to being used by the student in order to determine affordability to the student and feasibility of use. For those students with a piano, I require that the instrument be tuned a minimum of once every two years in order to ensure consistency with the teaching methods I use.

Acceptance of 2009 Studio Policy and Procedures

I have read the studio policy and understand my responsibilities as a student of Annette Meyer, Ltd. Should I be in violation of any part of the operating procedures as outlined in the policy, I understand that I may lose my position as a student of this studio. I also understand that the policy may be modified from time and time and that I will be given updates as needed.

Student Signature/Parent Signature

Date

Annette Meyer, Ltd.

Date