



## Annette Meyer, Ltd. Declaration of Commitment

Congratulations on your desire to learn piano! 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

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

### **My teaching philosophy:**

- My primary goal is to teach you how to learn.
- I 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 I do to you, the student; rather it is something you do to yourself. I simply facilitate the process by introducing possibilities.

### **My commitment to you as your teacher:**

- I'll never be angry if you ask a question.
- I'll never be angry if you make a mistake.
- I'll ask you to stop lessons only if you aren't trying to learn.
- If you don't understand, it's my fault, not yours. It's my job to teach you in a way you can understand.
- Attempting is often more important than succeeding.
- I will always show you respect and courtesy.
- I 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 my 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 (ie: 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, I encourage and distribute enough additional materials to occupy the students’ time. I also support “taking a break” and using these weeks to just ignore the piano or play around, whatever your desire. Please see the ‘Excused Absence and Cancellation Policy’ for additional details.

### **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. 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.

A make-up lesson voucher will be distributed at your next lesson and you **must** save this, as it is turned in for redemption during the make-up lesson. With this voucher, there is the standard and regular fee for the lesson. If you cannot locate your voucher, the studio reserves the right to access an additional five-dollar fee for each make-up lesson. It is your responsibility to keep track of these vouchers and re-schedule your lesson. 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.

### **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, 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. It is your responsibility to ensure that you notify me of your arrival by knocking on the music room door. Arrival time must be no more than fifteen minutes before your scheduled lesson time, as there is limited waiting inside the studio facility for no more than fifteen minutes before or after your lesson. 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, unless under mitigating circumstances and proper notification.

**Arrival/Drop Off:** Please use the the parking in front of the garage or next to the house for drop-off/pick-up only. If you choose to remain, you may wait in the lobby area of the studio while your child has his/her lesson. If you are not waiting, please instruct your child to wait until they see your car to exit the building. In the event of an emergency, please contact the studio phone **(262) 474-0109 or (262) 749-0448**, which is Annette Meyer’s Cell number. You may also text the studio for immediate assistance at (262) 749-0448.

**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 quiet talking, only, and no comments are to be exchanged with the teacher 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 my request 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 hang them up in the closet by the window. Please refrain from using loud voices in proximity of the music studio’s. If the studio doors are shut, please wait for the door to open. **DO NOT ENTER ON YOUR OWN.** All students will wash their hands prior to beginning their lesson (if they have not already down so at home)and will refrain from eating or drinking.

## **Payment and Penalties**

Payment is due at the first lesson following receipt of the four week session notice sent home with your child. If you are unable to remit for the full four week session, weekly payments may be made. 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. 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 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**