

Mindee K. Olliff

PIANO STUDIO POLICIES

2023 – 2024

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General Studio Policies

- Advance notice (24 hours) is required to reschedule a lesson. If a student is ill or there is an emergency, I will do my best to accommodate. A student that misses a lesson without advance notice will not be given a make-up lesson. **If unable to reschedule, you will still be charged for the lesson.** I am allotted two lessons per academic year of paid sick-leave. If I am ill or have to cancel a lesson for personal reasons outside of my allotted two lessons per year, and we are unable to reschedule, you will be credited the amount for the lesson on the next month's tuition and not charged for the lesson.
- In the case of inclement weather or other circumstances which prevent a student getting to the studio, lessons will be done online via Zoom/Skype/Facetime/Teams, according to which platform is most available to the student and teacher.
- Students with three years' or more of experience are expected to practice 20-60 minutes a day, three days per week. The exact amount of practice time will be determined by the teacher with the input of the student. In some cases, the student will be given a goal-centered practice plan instead of a time-specific requirement. I encourage parents to help their student remember to practice daily as they develop good habits. Students are encouraged to write down questions they have about any of the material in their notebook to help make better use of the lesson time.
- Students just beginning the piano, (particularly those around ages 4-6) are expected to practice a minimum of three days per week. Instead of a time allotment, these students are expected to practice each assignment a minimum of three times per practice session.
- I can be reached by call, email or text.
- See the attached sheet for the schedule and vacations. Schedule is subject to change.

TUITION

Tuition includes **11 lessons per quarter**. Payments are made monthly. Please note that the three monthly payments are for the quarter, (11 lessons) not the whole month. Number of lessons per month may vary. You may choose to sign up for one of the following:

- **\$65/monthly for 20-minute lessons** (\$17.73 per lesson with 11 lessons per quarter)
 - o \$60 if paid before the first of the month
 - o This option is **ONLY** available for students ages 4-6 in addition to less than one year of previous piano lesson experience.
- **\$85/monthly for 30-minute lessons** (\$23.18 per lesson with 11 lessons per quarter)
 - o \$80 if paid before the first of the month
- **\$125/monthly for 45-minute lessons** (\$34.10 per lesson with eleven lessons per quarter)
 - o \$120 if paid before the first of the month

Monthly tuition payments are **due by the 7th of each month**. A discount is offered to students who pay before the first of the month. A \$5 late fee will be applied for each week after the 7th that the payment is late.

Tuition for summer quarter is \$240 for the quarter, or three payments of \$80 due the 1st of June, July and August. (See the section header "Summer Lessons" on the next page to read about the schedule for summer lessons.) No late payments will be accepted.

Tuition may be paid via cash, check, (payable to Melinda Olliff) or through Wave.

Tuition covers the following:

- Individualized lesson plans for each student
- Lesson aides and printed handouts.
- Training and experience
- Recital fees and related repertoire planning
- Lending library, (for supplementary music)

Required Materials

- Piano or keyboard (preferably with weighted keys)
- Metronome, (can be an app on a phone rather than a physical metronome)
- Lesson books (as assigned by the teacher)
- Blank notebook

Commitment

A student who enrolls in lessons is committing to lessons for the entire school year. **Summer lessons are available (see details below) and are required to reserve the student's place in the studio for the following year.** If a student needs to terminate lessons for any reason, notice must be given one month in advance.

*In the event of further closures due to the Covid-19 outbreak, lessons will move to an online format. Lesson adaptations have been made, (including all board games being moved to a fun, online option!) and can be adapted for each student. Please contact me if you have any questions or concerns.

In-Studio Festival

The annual In-Studio Festival takes place during the student's lesson time at the end of the academic year. Students will prepare a piece as they would for a recital and play it for adjudication in the lesson. They will be judged at their level and rated the same way they would if they participated in a Music Festival. This is an opportunity to celebrate what the student is doing well and gives us time to discuss the things on which we would like to focus during the summer. Students who receive a Superior rating will be awarded at the final Performance Class of the quarter.

Summer Lessons

Summer lessons are a distinctive experience in my studio. Rather than continue with traditional lessons, the student will have six one-hour classes held throughout the summer. Summer lessons feature a variety of musical activities that will strengthen the student's weaker areas, as well as help them retain what they have worked on throughout the school year. Featured skills for summer lessons include sight-reading, ear training, rhythm, note-reading, technique, and harmonization. We also spend time on notable music history, music from other countries and cultures, and related music projects of the students choosing – including improvisation and original compositions. While these skills and information are included to an extent in regular lessons, summer is a time to make it fun and relaxing so the student feels like they are getting a vacation while continuing to grow as a musician. Summer lessons are an essential component to the student's education in order to guarantee knowledge-retention from the year and offer consistency to each student.

Termination Policy

Termination of lessons requires one month advance notice. If the student chooses not to come to lessons for that month or begins with another teacher, the tuition for the month will still be required. If a student is put on another teacher's waiting list, Mrs. Olliff must be notified immediately.

2023-2024 Piano Studio Contract

Responsible Party Agreement:

I, _____ (print name) have fully read, understand, and agree to the studio policies.

Signature: _____

Date: _____

Student Agreement:

I _____ agree to practice according to the stipulations of my teacher and do my best at home and at lessons. I promise to ask Mrs. Mindee questions when I do not understand something, and maintain a good attitude.

Signature: _____

Date: _____

Please sign and return this page by the first lesson. You may keep a copy for your personal records.

Thanks,

Mindee Olliff

Your contact information:

May I have your contact information? Sometimes this makes it easier for me to contact you in case of emergency, send any questions I may have about your student, news about recitals, or lesson ideas I may have that I would like your input on. I will not share your information.

Email: _____

Phone number: _____

Your preferred way to be contacted:

- Email
- Call
- Text

Additional Permissions:

Every week, I like to post to my website and business social media pages, highlighting themes for the month and activities done in lessons with my students. This may include pictures and a description of what we did in lessons that week. In order to do so, I just need your o.k. to post pictures of your student on these pages. I keep an extremely secure website, and do not include names in my posts. This can also be a fun way for you to see what we did in lessons that week, get copies of my recital photos, etc. If you are at all uncomfortable with this, I will *never* pressure you to allow me to post pictures of your child in lessons.

Please indicate below whether you are comfortable with me including your child in my piano teacher posts:

- Yes, I am comfortable with you posting pictures of my child in piano lessons to your business-only facebook, Instagram, and website.
- No, I do not want any pictures of my child posted online.

Mindee Olliff

Teaching Schedule, (Quarterly) 2023-2024

Fall Quarter:

Sep 4 – Dec 1 (11 lessons)

Vacation:

September 4 (Labor Day)

October 16-20 (Fall Break)

November 21 – 24 (Thanksgiving Break)

Winter Quarter:

Dec 4 – March 1 (11 lessons)

Vacation:

Dec 20-Jan 2 (Christmas/Holiday Break)

Because of Christmas break, we will not be able to take Jan 15, (MLK Day) or Feb 19, (President's Day) off for Monday students in order to get eleven lessons into the quarter.

Spring Quarter:

March 4 – May 20 (11 lessons)

Vacation:

April 1-5 (Spring Break)

May 27-May 31 – Make-up week for any missed lessons that we were unable to reschedule during the academic year.

Because of Spring Break, we will not be able to take Friday, March 8 off, (a comp day for the school district) in order to fit eleven lessons into the quarter.

Summer Quarter:

June 3-August 30 (Six one-hour lessons at your chosen time)

Tuition for summer quarter is \$240 for the quarter, or three payments of \$80 due by June 1, July 1, and Aug 1. No late payments will be accepted.

Teaching Schedule, (Weekly) 2023– 2024

Fall Quarter

September

9/4-9/8 NO LESSONS, (Labor Day) for Monday students; Lesson 1 for Tues-Fri students

9/11-9/15 Lesson 1 for Monday students; Lesson 2 for Tues-Fri students

9/18-9/22 Lesson 2 for Monday students; Lesson 3 for Tues-Fri students

9/25-9/28 Lesson 3 for Monday students; Lesson 4 for Tues-Fri students

October

10/2-10/6 Lesson 4 for Monday students; Lesson 5 for Tues-Fri students

10/9-10/13 Lesson 5 for Monday students; Lesson 6 for Tues-Fri students

10/16-10/20 Fall Break, (no piano lessons)

10/23-10/27 Lesson 6 for Monday students; Lesson 7 for Tues-Fri students

November

10/30-11/3 Lesson 7 for Monday students; Lesson 8 for Tues-Fri students

11/6-11/10 Lesson 8 for Monday students; Lesson 9 for Tues-Fri students

11/13-11/17 Lesson 9 for Monday students; Lesson 10 for Tues-Fri students

11/20-11/24 Lesson 10 for Monday students; Thanksgiving Break, (no lessons) for Tues-Fri students

11/27-12/1 Lesson 11

Winter Quarter

December

12/4-12/8 Lesson 1

12/11-12/15 Lesson 2

12/18-12/22 Lesson 3 for Mon and Tues students; NO LESSONS for Wed-Fri students

12/25-12/29 NO LESSONS

January

1/1-1/5 NO LESSONS for Mon and Tues students; Lesson 3 for Wed-Fri students

1/8-1/12 Lesson 4

1/15-1/19 Lesson 5

1/22-1/26 Lesson 6

February

1/29-2/2 Lesson 7

2/5-2/9 Lesson 8

2/12-2/16 Lesson 9

2/19-2/23 Lesson 10

2/26-3/1 Lesson 11

Spring Quarter

March

3/4-3/8 Lesson 1

3/11-3/15 Lesson 2

3/18-3/22 Lesson 3

3/25-3/29 Lesson 4

April

4/1-4/5 NO LESSONS Spring Break

4/8-4/12 Lesson 5

4/15-4/19 Lesson 6

4/22-4/26 Lesson 7

May

4/29-5/3 Lesson 8

5/6-5/10 Lesson 9

5/13-5/17 Lesson 10

5/20-5/24 Lesson 11

5/27-5/31 Make-up week, (no lessons unless we've scheduled one for your student to make up a lesson)

Summer Quarter

To schedule your six, one-hour summer lessons for **June 3- Aug 30** go to www.pianowithindeek.com/schedule. The button at the top of the page will direct you to my Calendly account where you can schedule your summer lessons. **Every student is required to attend summer lessons in order to retain a place in my studio.**