



## **2021/2022 Policies and Procedures**

### **Expectations**

- Lessons are on a weekly basis, 30, 45, or 60 minutes in length.
- Regular attendance at lessons must be a priority for students to ensure success.
- Students should bring all their music books and materials to their lesson each week.
- Students are expected to read assignments, practice, and complete assignments weekly.
- Please do your best to arrive on time for lessons. Lessons will not be lengthened for students who arrive late.
- If you are early for a lesson, please wait in your car or on the front porch until your lesson time.
- Parents may sit in on the lesson or drop off the student. Feel free to do what works best for your student.

### **Calendar**

- Lessons begin the week of August 16.
- Lessons are every week, except for these days off:
  - \*Tuesday-Thursday, August 31-September 2
  - \*Labor Day, September 6
  - \*Thanksgiving break, November 22-25
  - \*Winter break, December 20-31
  - \*Spring break, March 21-24
- There will be thirty-three lessons from August – May.
- Make-up lessons are these weeks (more explanation about make-up lessons below):
  - \*January 17-20
  - \*May 16-19
- Summer lessons are encouraged and are arranged at a mutually convenient time for the student and teacher. More information will be sent as we draw nearer to summer lessons.

### **Cancelations and Makeup Lessons**

- If a student must cancel a lesson, please email [jill@icepianostudio.com](mailto:jill@icepianostudio.com) or text me at 720-425-2149 as early as you know you will need to cancel.
- There will be two make-up lessons given this year. You are entitled to receive one make-up lesson for any lessons you missed up to the date of the make-up lesson. If you did not miss any lessons, you will not have a lesson during make-up week.
- A student who does not come to a lesson and does not provide advance notice (a no-show) is not eligible for a make-up lesson.
- If your student is available during their usual lesson time but cannot attend the lesson in person (perhaps you couldn't come because of bad weather, your student is not quite well

enough to come to a lesson, there is no ride available, etc.), you may have an online lesson via Zoom. Please give advance notice if you need a Zoom lesson.

- If the teacher must cancel the lesson, the student will be credited, reimbursed, or rescheduled.

### **Inclement Weather**

The studio does not close based on weather unless you are notified directly by me. If you feel it is unsafe to come to a lesson, please notify me as soon as possible. Online lessons via Zoom are available.

### **Events**

- Holiday recital takes place in early December (date TBD)
- Spring recital takes place in early May (date TBD)
- Some students will be asked to participate in the annual examinations/festivals for the Colorado State Music Teachers Association (CSMTA), Achievement Day, Multiple Piano Festival (MPF), Rising Stars or other area competitions and festivals. You will be given more information about these if you are asked to participate; feel free to ask if these events would be beneficial for your student.

### **Photo Release**

From time to time I post pictures of studio happenings and events on the Ice Piano Studio website, Facebook and Instagram pages. I do not use names. Please let me know if you do not want a picture of your student to be used, or if you want to be notified on a case-by-case basis.

### **Tuition**

- I will send you an invoice each month.
- Payment is due at the first lesson of each month.
- Fees for new books, materials, and competition registration fees will be added to the monthly invoice.

### **Ways to pay**

- Electronic transfer through Zelle or Venmo
- Check payable to Jill Ice
- Cash
- Send a check through the mail via your bank's bill pay service. Please make the check payable to Jill Ice and send the check to 6320 Spring Gulch Street, Frederick, CO 80516.