

# Handbook for Lessons



Farley's *House Of* Pianos<sub>LLC</sub>

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Musical studies are most effective when undertaken with a serious commitment on the part of students, parents and teachers. The guidelines in this booklet will help instill the discipline and behaviors that enhance learning and help improve skills.

## Attendance

- **Lessons missed due to social activities, sports, etc. will not be made up and will be sacrificed.**
- A minimum of 24 hours notice of cancellation is required. Lessons not cancelled at least 24 hours ahead of time will not be made up.
- When cancelling lessons, students must contact their private teacher directly, not Farley's.
- In the event of an emergency or illness, one (1) makeup lesson will be permitted for private instruction. Teachers are not obligated to reschedule lessons otherwise.
- When you reserve a time for your teacher, your teacher reserves that time for you.
- Lesson time will not be made up due to student tardiness.
- Makeup lessons must be made up in 1 month time from the missed lesson.
- School cancellations do not imply that the lesson is cancelled.
- Lessons missed due to inclement weather will be excused.
- If a lesson is cancelled by the teacher, the lesson will be made up.

## Payments

- A minimum of 50% of the total cost of lessons is due before the first lesson is taught with the balance due at the midpoint date written on the contract.
- If choosing to split payments in a semester and you are paying by check, if the second payment is not received by the second installment date, a late fee of \$10 will be added.
- If two payments per semester are chosen, the student/parent agrees to let Farley's House of Pianos charge the second half midway through the semester.
- If the balance due is not paid as specified, the remaining lessons may be suspended until full payment is received by Farley's.
- Books and CDs must be paid for by students upon receipt.
- Unused lessons are non-refundable, but may be applied as in-house credit at Farley's.
- All returned checks are subject to a \$25.00 service charge.

# What to Expect from Teachers

- Teachers treat students and parents with care and respect.
- Teachers will do what is best for the instruction of their student.
- Teachers will return your call or email in a timely manner.
- Teachers will listen to parents' concern and do their best to solve the problem.

# What to Expect from Farley's

- A record of lessons paid for and taken will be maintained.
- All pianos beautifully maintained and tuned.
- A recital opportunity once per semester.
- After interviewing the prospective student/parent, the best choice of teacher is determined by Renee or Tim Farley. In the event that the prospective student requests a different teacher, this request will be honored to the extent possible. In the event a teacher is unable to conduct scheduled lessons due to absence or for any reason is no longer teaching at Farley's, Farley's reserves the right to assign a suitable substitute, as determined by Farley's, for any remaining paid-for lessons. Amounts paid for lessons are not refundable providing a substitute teacher is available.

# Parent Encouragement

- If child is under the age of 10, weekly attendance by the parent is strongly encouraged.
- Cell phones must be put away and silenced during lessons. They may only be used for taking photos or video with permission from the teacher.
- Parents are expected to encourage practice throughout the week.
- Helpful for the student brain: ask your child to tell you what they learned in the lesson and about their assignments for the week.
- If there are any questions throughout the week, do not hesitate to contact teacher.
- Acknowledge the improvements your child is making on a weekly basis.
- Be active in your child's practice sessions (especially below the age of 12) particularly with earned compliments.

# Lesson Etiquette and Expectations

- ALL cell phones must be put away! They must only be used for tuning or recording!
- Gum or candy should not be consumed during the lesson.
- Restroom should be used before the lesson.
- Hands should be washed and clean before every lesson. Since germs can be transmitted from one student to another, it is imperative that all hands are washed prior to the lesson as a courtesy to others.
- Be ON TIME for your lessons: this means being in the building at least 5 minutes before your lesson start time.
- Respect your teacher; do not play over their talking; do not interrupt their instruction; converse in a polite manner.
- Students must have a useable notebook in which to write assignments for their lessons.
- Students must come to their lessons prepared, having worked on assignments from the previous week.
- School-aged students are expected to participate in one recital per semester.
- Be respectful of the pianos! Please do not set anything on the pianos.
- The waiting room is kept as tidy as possible. We would like to keep it this way. If a toy or book is used, please put it away when done.

## Communication

- There must be open communication between student/parent and teacher.
- Communication can happen in many forms: in person, phone call, email, text message, etc.
- Lack of communication about missed lessons from parent or student will result in unexcused lessons.

# Recitals

- Arrive at the venue at least 15 minutes before recital starts.
- Stay for the whole recital (leaving after you play is disrespectful to everyone else).
- Know how to enter the stage and bow after you are done playing.
- Know where you are scheduled in the program.
- Provide a treat for the reception that is easy to serve.

# Summer

- One payment only.
- Seven lessons per summer is encouraged as a commitment to your teacher and your musical self.
- Lesson dates are scheduled by agreement between teacher and student/parent.
- There is no guarantee the student will have a spot in the teacher's studio for the fall if lessons are not taken in the summer (this depends on private teacher policy).