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Studio Policy

August 11, 2018

Welcome!

Thanks for taking the time to read through my studio policy. It's important stuff and helps us all stay on the same page.

STUDIO LOCATION

Lessons are at my studio, located in my home at 212 Haskell Street in Westbrook. Help yourself in the front door to the front porch/sunroom that serves as my waiting area. I will come get you when I am ready.

ARRIVAL TIME

In general please try not to arrive more than five minutes early.

PARKING

You can park on the street or behind my car in the driveway next to the house.

MATERIALS

Besides books that we may use, there are two things I ask my students to bring to piano lessons. This carefully engineered, high-tech system (patent pending) helps us stay organized:

- A durable three-ring binder to hold paper handouts and loose-leaf music. Inside pockets are handy, and make sure it's not one of those binders that won't stay open - so annoying!
- A designated piano bag (any old bag will do) to keep everything all together: books and binder and any other odds and ends we need.

YOUNG STUDENTS

Generally, students age 10 and younger must be accompanied by an adult to piano lessons. I often make exceptions to this once we're settled into our routine.

RECITALS

My aim is to have at least one recital each year, usually at the end of the spring teaching season. My goal for the recital is simply to share some good music and for everyone – students, family, friends – to celebrate what has been accomplished. They are generally laid-back, festive affairs, followed by delicious snacks.

TUITION & OTHER FEES

I teach a fall season (September - December) and a spring season (January - May). Lessons are weekly and are purchased in monthly units, with tuition due on the first lesson of each month. I will email you an invoice ahead of time. In addition to tuition there will be occasional fees for books and materials. When we have recitals, there may be a fee to aid with recital hall rental.

I prefer payment by check but cash is okay too. Checks can be made out to Bess Jacques.

My 2018 rates are \$26 for a half-hour lesson, \$39 for a 45-minute lesson, and \$52 for an hour lesson. In 2019 my rates will be \$28 for a half-hour lesson, \$42 for a 45-minute lesson, and \$56 for an hour lesson.

MISSING LESSONS

A “skip week” is a missed lesson with no charge. For each student I offer two skip weeks for the fall teaching season (September - December), and two for the spring teaching season (January - May). Advance notice that you want to apply a skip week is appreciated but not necessary - I know stuff sometimes comes up last-minute!

If you want to reschedule a missed lesson, I will try my best to find a time that works for both of us, but it may not be possible given busy schedules. *Please note that your tuition goes towards reserving your regular lesson time in my schedule, and after using up your skip weeks you may be charged even if you do not attend a scheduled lesson.*

In the event that I have to cancel a lesson due to illness or emergency, or if winter weather makes for dangerous travel conditions, we will find a make-up time for that lesson that works for both of us or I will refund you for that lesson (and it won't count towards your skip weeks). *Never feel you need to come to a lesson if travel conditions are potentially dangerous!*

HOLIDAYS

For the **2018/2019** school year there will be **no lessons** on the following days:

- Labor Day: Monday, September 3, 2018
- Thanksgiving: Thursday, November 22, 2018
- Holiday break: Monday, December 24, 2018 – Tuesday, January 1, 2019
- Memorial Day: Monday, May 27, 2019

There may be **optional lessons** on the following days:

- Optional winter break: February 18 - 22, 2019
- Optional spring break: April 15 - 19, 2019

PERFORMANCES

Performing is one of my favorite parts of being a musician. Sometimes I will have a performance that conflicts with lessons, and then we will need to either reschedule or cancel that lesson. You will of course not be charged for lessons we cancel for this reason!