



Katy Stevens

Private Instructor
Piano, Voice, Flute, Ukulele and Music Theory

“Where the music in your heart comes to life!”

♪♪ **Studio Policies - 2023-2024** ♪♪

I. **Types of Lesson Offered**

- a. In-Person Lessons - lessons in the studio
- b. Online Lessons - online lessons are available to any student who prefers to have their lesson this way and for those who live a far distance away. Students are also welcome to alternate online and in-person.

II. **Lesson Times**

- a. If the student is late for a lesson, the lesson still ends at the scheduled time. Being on-time maximizes your investment.
- b. Parents are welcome – but not required – to stay during their child(ren)’s lesson. **Please be prompt in picking up your child(ren) after their lesson.** Family members and/or friends are welcome to observe any lesson at the discretion of the student provided they do not create a distraction.

III. **Parking**

- a. **Parking is available just past the driveway on the right** in the gravel area. If there are already two cars in the lot, please parallel park on the street. **DO NOT PARK IN THE DRIVEWAY** or in front of the mailbox, even to drop off.
- b. Enter the studio at the end of the driveway on the lower level of the house. Please come into the studio **no more than five minutes before the scheduled lesson time.** It is not required for a student to knock - they are welcome to quietly enter the studio and wait for their lesson to begin.
- c. Please supervise siblings who play in the yard during the lesson time, and please clean up after yourself.

IV. **Restrooms**

- a. Use the restroom **before** arriving for a lesson. **There are no available restrooms.**

V. **Practice**

- a. At home practice is VERY IMPORTANT because repetitive practice at home is where the real assimilation takes place. The scheduled lesson is intended to serve as a “coaching session.”
- b. **Maximum use of your investment is best achieved when students practice the same amount of time as their lesson at least five days a week.** If a student does

not strive for this kind of progress, their lesson becomes nothing more than another practice session. Please strive to make at-home practice a habit and priority.

VI. Materials

- a. Each student is responsible for purchasing their materials, with the options of purchasing through Katy's Music Studio. If this option is chosen, cost for materials will be included with the next month's tuition invoice.
- b. Students are responsible for bringing their own materials to every lesson.

VII. Registration Fee

- a. A \$45.00 non-refundable registration fee **per family** is required to hold the students' timeslot. The non-refundable registration fee will be sent via an invoice and **must be paid online**.

VIII. Tuition

- a. Tuition covers the cost of:
 - i. Instruction and administrative time managing student resources
 - ii. Lesson planning and repertoire selection
 - iii. Piano tuning and maintenance
 - iv. Incentive programs and game materials
- b. Tuition rates for the 2023-2024 season are:
 - i. **30-minute lesson – \$35.00**
 - ii. **45-minute lesson – \$50.00**
 - iii. **60-minute lesson – \$65.00**
- c. Tuition invoices will be e-mailed to the parent/student during the last week of the month for the following month
 - i. Tuition for each month must be made at or before the first lesson of the month.
 - ii. Tuition should be paid online by clicking the link in your monthly invoice or with cash in an envelope with the student's name clearly marked on the envelope.
*Please note that change cannot be made for cash payments. Any overpayment in cash will be applied to the next month's lesson. **Katy's Music Studio does not accept checks.**

IX. Cancellations

- a. Lesson times are standing appointments; a student's lesson time is reserved for *only them* each week, and it is their responsibility to attend. Dance classes and sports teams do not offer reimbursements if you cannot attend a rehearsal or game – music lessons are no different.
- b. Katy's Music Studio does **NOT** offer makeup lessons.
- c. To cancel a lesson, please **text** Katy at 443.520.4218.
- d. Any canceled lesson for any reason – including sickness – requires a 24-hour notice **from the scheduled lesson time** via phone, text, or e-mail.
 - i. **Lessons canceled outside of the 24-hour window** will receive a credit for the paid lesson on the next month's invoice.
 - ii. Any lesson canceled within 24 hours from the lesson start time will count as a paid, unused lesson. For example, a lesson starting at 5:30 pm on Tuesday

must be canceled by 5:30 pm on Monday in order to be credited. The lesson will **not** be made up and **credit will not be given**. **Please do not ask for a makeup lesson if you cancel a lesson within 24 hours for any reason.**

- e. If you are reading this line, text Katy the phrase “Mozart’s chickens say Bach, Bach, Bach” for a special prize at your first lesson.
- f. **If a student did not attend school that day due to illness, the student should not attend their lesson in person.** Students who are ill can switch to a virtual lesson. To schedule, please text Katy at 443.520.4218.
- g. Should something come up where you cannot financially fulfill your commitment to your lessons, advanced notice and open, ongoing communication is appreciated and encouraged!
- h. Written notice must be provided via e-mail at least fourteen days in advance if a student decides to stop lessons before the end of the month **AND** all open balances must be paid in full. If the student does not wish to continue lessons through the end of the month, **refunds will not be provided** through the end of the paid month.
- i. “No Show” lessons are a forfeit.

X. Inclement Weather

- a. Katy’s Music Studio follows the Baltimore County Public School District. A delayed BCPS opening affects morning lessons only. An early BCPS dismissal affects afternoon/evening lessons only.
- b. **In the event of inclement weather, each student must contact Katy’s Music Studio if they intend to switch to a virtual lesson for that day.** If the parent/student does not call or text to change the lesson, the student will be expected for their scheduled lesson. If the student chooses not to take their lesson in person or virtually, the above cancellation policy applies - no credit or make-up will be given.

XI. Spring Recital

- a. Recitals offer students a great sense of accomplishment and pride for their hard work and dedication to their study. Students at Katy’s Music Studio will be given the opportunity to perform in one recital during the spring.
- b. An invoiced recital fee will cover the cost of the recital venue and programs.

XII. Studio Calendar and Every-Other-Week (EOW) Calendar

- a. Dates and times are subject to change. Every effort will be made to communicate any changes in a timely manner.
- b. Katy’s Music Studio is NOT closed on every national holiday. Students might have lessons on a day when there is no school.
- c. **Please refer to the Katy’s Music Studio Calendar and the Every-Other-Week (EOW) Calendar often.**

XIII. Acknowledgement and Agreement

- a. Scheduling lessons and paying the registration fee is acknowledgement and agreement to adhere to all policies in this document.

- b. By filling out the registration form and agreeing to the terms, Katy's Music Studio has permission to use pictures or videos of students on social media for the purpose of promoting Katy's Music Studio and the success and progress of students.