

## Studio Policies and Etiquette



### *Learning is a two way street*

As with any other learning endeavor, communication with students and parents is critical to success. At *Deb Graf Studio*, several communication vehicles are employed to assure a clear understanding of goals and methods. Each child is expected to have an assignment notebook in which practice assignments are regularly marked, areas of weakness to be emphasized in practice noted, and awards for exceptionally well-prepared lessons made. Parents are encouraged to review the assignment book frequently and conferences with parents of minor students are welcomed.

At any studio of learning we all must follow certain rules and observe basic courtesy and etiquette if all students are to receive the maximum benefit from their instruction. Let's quickly talk about a few items that, if observed, will make your visits to *Deb Graf* studio and Math and Science Academy more pleasant and efficient.

### *Please print the following documents from my website*

At my website <http://www.debgrafdesign.com/music>

1. Music Calendar for 2009-2010. Post this somewhere so you can refer to it often.
2. Studio Policies
3. Student Expectations
4. Helpful Tips for Parents and Students

### *Contact Information*

**Website** <http://www.debgrafdesign.com/music>  
**Email** [deb@tdgraf.com](mailto:deb@tdgraf.com) or [deb@debgrafdesign.com](mailto:deb@debgrafdesign.com)  
**Home phone** 651-436-1451  
**Cel phone** 612-910-2030

If you have questions about your lessons, please contact me during **normal business hours** 9am-5pm, Mon-Fri. Feel free to leave a message on our answering machine or email me. I will be answering my cel phone **only** during lesson times and only for music studio emergencies such as missed lessons and sick students.

### *Calendar Year & Studio Hours*

The instructional year at Deb Graf Studio is divided into two semesters, Sept-Dec and Jan-May, comprising approximately 17 lessons per semester. Summer lessons will be considered on an individual basis.

2009-2010 studio hours will be from Mondays through Thursdays from 2pm-7pm. Monday, Tuesday and Thursday Deb will teach at MSA. Wednesday lessons will be taught in Lake Elmo, MN at my home.

Students must arrive promptly on time for lessons and be picked up promptly at their scheduled time after lessons. If you expect to be significantly delayed, please call and leave a message on my answering machine.

## Studio Policy

The policy below delineates the conditions under which instruction is offered at *Deb Graf Studio*. Please print this file and review it at your leisure.

### *Scheduling Lesson Times*

- \_\_\_ Lessons are by appointment only. Time slots are scheduled prior to the start of the first semester on a first come, first served basis.
- \_\_\_ In rare cases, Deb Graf may determine unilaterally that a student would be better served by another teacher and terminate lessons for a student. In these cases, a full refund for all lessons not given will be made, subject to the conditions governing deposits indicated above.

### *Fee and Deposit Billing and Payment*

- \_\_\_ Billing is done by semester. **You will be expected to pay the full semester's billing amount at the first lesson.**
- \_\_\_ Lesson fees are \$22 per ½ hour lesson. If the child has an hour lesson or there are two siblings, the charge will be \$37. Three siblings cost \$50.
- \_\_\_ **Please consult the calendar to figure out how many lessons your child will receive for the semester. Look in the lower right hand side of the calendar page for your lesson day and multiply this number by the amount owed per lesson.**
- \_\_\_ If you know now that your child will miss a lesson sometime during the semester, please take that amount OFF the total amount due for the semester and inform Deb about the absence at the first lesson.
- \_\_\_ Please make checks out to Debra Graf.
- \_\_\_ A receipt will be provided for tax purposes. Please remind Deb if she forgets to give you the receipt.

### *Cancellations and Rescheduling*

- \_\_\_ A twenty-four (24) hour notice of cancellation is required for the lesson to be rescheduled. Exceptions to this policy will not normally be granted. **A one month notice of vacation plans is needed.**
- \_\_\_ **Under no circumstances will missed lessons be deducted from lesson fees.**
- \_\_\_ Missed lessons may be made up at the “make up” lesson date given on the calendar, or at a mutually agreed upon date and time, provided that 24 hours notice is given prior to the missed lesson.
- \_\_\_ **If less than 24 hours notice is given, the scheduled lesson will be considered to have been missed and a makeup lesson will usually not be scheduled.** In any case, makeup lessons for lessons canceled with no or less than 24 hours notice will be scheduled only at the sole discretion of Deb Graf and subject to availability of a suitable time slot.
- \_\_\_ **Under no circumstances will lesson fees be refunded, whether it is due to cancellation of study at the studio or any other reason.**
- \_\_\_ Extra lesson/coaching/rehearsal times (e.g. contest preparation) may be used as valid make-up lessons or be separately billed at the normal hourly rate.

— We reserve the right to dismiss a student if we believe that to be in the best interest of the student and/or studio. A refund of lesson payments will be made for all paid lessons not received in this case only.

### *Lessons and Practice Time*

— Parents of minor students, under age 7, must attend all lessons until the child is able to sufficiently relay information to a parent and read the written word. Attending lessons regularly helps with steady improvement of study at home.

— **Make up lessons are scheduled for Jan 12<sup>th</sup>, 2010 and May 18<sup>th</sup>, 2010** (normally the Jan lesson would be done within the first semester but due to an extended vacation it will be in Jan for this year only) Please refer to the calendar.

— Students must arrive promptly on time for lessons and be picked up promptly at their scheduled time after lessons. If you expect to be significantly delayed, please call and leave a message on the answering machine. I cannot be responsible for students outside the specified period of their lesson.

— I suggest that parents not bring siblings of students to the lessons, as it can destroy the focus of the session. If siblings must be brought to lessons, they must remain quiet

— **Students are expected to bring all necessary music and materials to the lesson or there can be no lesson.**

— **Recommended practice time for students older than the 3<sup>rd</sup> grade is 30 minutes per day with one day off.** More practicing is expected for older students, less practicing for younger students—dependent upon attention span and age. If it works better, you can tell them they must run through each song twice per day, stopping to practice the tough sections when needed.

— Deb will be happy to suggest computer theory/practice software for additional practice at home. This type of theory learning is **HIGHLY** recommended and relatively inexpensive.

### *Concerts and Recitals*

— **Piano recitals are held twice per year at the Math and Science Academy in Woodbury, MN. All students must attend unless they are ill or there is a death in the family.**

— **Winter Recital is scheduled for Jan 21<sup>st</sup>, 2010. Spring Recital is May 27<sup>th</sup>, 2010. Both are at 7pm at MSA.**

— Dress for student recitals is formal concert attire. Suitable attire: sport coat/tie or white shirt /tie for men/boys. Dresses or tea length skirts for women/girls. No shorts, short skirts, tattered jeans or gym shoes are appropriate. **Inappropriately dressed students will not be allowed to perform at recitals.**

### *For Deb Grafts' HOME STUDIO students*

— My home address is 1920 Margo Ave N, Lake Elmo, MN 55042.

— **PARKING.** Please park near our front step or under the windows on the side of the house. This will allow for my husband to park his car in the garage after work. Thanks!

— It is strongly urged that visitors **NOT** be brought to lessons, as visitors can be a disruption. If visitors must be brought to lessons, they must remain as quiet as possible and not interfere in any way.

— Food and drink is allowed in the studio but please be respectful of our property and clean up any “accidents” when they occur.

\_\_\_ Should it become necessary for minors (students or visitors) to leave the studio (*e.g.* to use the toilets), they must be accompanied by a parent and refrain from roaming the studio, the house, or grounds. The student or parents of minor students assume all responsibility for activities outside the studio proper or the scheduled lesson time.

\_\_\_ Occasionally, students may come into contact with my cats. While they are usually friendly, cats may be frightened and nip at students if they are rushed or cuddled unexpectedly by a student. For this reason, students and parents of students should approach them slowly and gently. This will avoid scaring both cats and the students and possibly causing a bite. Also, many people are allergic to cats so please take this into consideration when coming to my house. I can put the cats in one room for lesson time if you request it, but you should also consider bringing an anti allergy medicine to keep your child from suffering the symptoms.

### *For Students learning at Math and Science Academy*

\_\_\_ Math and Science academy is located at 8430 Woodbury Xing, St Paul, MN. [www.mnmsa.org](http://www.mnmsa.org)

\_\_\_ Please do not call MSA to leave messages for me if at all possible. Simply call me directly. Thank you.

\_\_\_ Getting in the building can be tricky after school hours. The custodians lock the school doors soon after school is out for the day. It is best to wait for the student scheduled before you to come to the door to get in. If it is cold, parents please stay with your child in a warm car until you SEE your child has entered the building.

\_\_\_ Students (and parents) leaving a lesson should allow ONLY other private lesson students of Deb Graf Studio in the door after hours. The custodians do this for our safety. If you do not know who is before or after you, please ask so I can introduce you.

### *Equipment*

\_\_\_ After a year of study, all students may want to purchase a metronome. Please discuss this with Deb.

\_\_\_ After six months of study, students should have either a full-sized electronic keyboard with pedal or an acoustical piano. Please keep in mind that all recitals, concerts, and auditions are performed on acoustical, not electronic, keyboards.

\_\_\_ Students for instrumental (non piano) private lessons must have a music stand, or else suitable arrangements for holding their music properly.

\_\_\_ Students in instrumental private lessons may want to consider SMART MUSIC, a wonderful software program for instrumentalists that accompanies them “live”. Ask Deb.

\_\_\_ Students in instrumental private lessons should have easy access to a CD player, preferably in their practice area.

