

Marston Music Studio Policy

Piano and Organ

Rachael Marston

Letter to the Parents

Dear Parents,

Welcome to the Marston Music Studio. I would personally like to thank you for allowing me to guide your student in their music discovery and learning. Included in this is my desire to provide the best music education possible to your students and a solid foundation for future learning. I look forward to teaching your student in my studio.

Included in this packet is all you need to know about policies and expectations for students and parents in my studio. Please read through the packet and sign the agreement form at the end. Although I have high expectations, I also value the joy of learning and having fun in lessons. I also hope that this carries over to the student's practice. As a parent the best thing you can do for your child's learning is to be supportive in any way you can.

Sincerely,

Rachael Marston

Mission Statement

The purpose of this studio is to develop students to their intellectual and musical abilities. Through the use of instrumental playing your student will learn theory, history, technique, organization, and discipline. As a teacher I will act as a guide to learning and provide assistance but the student will be in charge of their pace and learning. Parental involvement is integral to the student's success since I cannot be around every day to help the student remain dedicated to practicing and improving.

Goals

My goal for you student is to develop their musical skills. They will become proficient in music history and theory by playing a varied repertoire from all different time periods. They will become proficient in technique through the use of scales and pedagogical pieces. Throughout the process a student must be organized. Developing a practice routine and being responsible for their music is very important to this goal. Discipline is also important to practice and development and the student will develop this throughout their years of study. When the student leaves my studio for college they will can be ready for collegiate music study.

Lessons

Three different lessons will be offered to students and parents. They are:

1. 30 minute lessons (includes theory sessions)
2. 30-minute lessons + 15 minute theory sessions
3. 1 hour lessons

The first option is reserved for students ages 5-6. This option will include games and short pieces of music to keep the student engaged and teach concepts fit for young students. Young student from 7 to around 12 are encouraged to take the second option to incorporate their beginning music and theory lessons. Students 10 and up are encouraged to take 1 hour lessons so that we have more time to cover advanced literature and still cover history and theory. However, the choice is up to the family.

Lesson Expectations

In this section I will discuss my expectations for lessons. First, students are expected to be to lessons 5 minutes early so that transitions at the beginning and end of lessons are quick and efficient. Second, students are expected to bring all required music and materials to lessons. If any materials are forgotten, the student will notify the teacher at the start of lessons. Third, students will be expected to practice at least 2 hours every week with older students having higher expectations.

As the teacher you can expect me to be prepared for lessons as well as have a positive attitude towards my students. I will also notify you of any changes to lessons.

Make-Up Policy

As a teacher I acknowledge that emergencies develop unexpectedly but I reserve the right to make up a lessons due to time and availability. For students, if you know you are going to miss a lesson please notify me at least 48 hours in advance. If an emergency happens please notify me that you will be missing lessons. For the teacher, if I know of a conflict or an emergency develops I will contact my students and I will either not have the lesson (no charge or roll-over to next month) or I will reschedule the lesson.

Tuition and Fees

Fees are as follows:

- 30 minutes lessons = \$20
- 30 minutes lessons + 15 minutes theory session =\$25
- 1 hour lessons = \$30

On the last week of the month student will receive a bill that will be due the first week of the following month. If any issues arise please contact me to discuss issues. I will accept cash, check, or card.

Student will be expected to purchase method books, music and other supplies.

A late fee of \$10 will be assessed if payment is not made by the second week of the month. If payment is delayed further lessons may be stopped until payment is made.

Concerts

Bi-Annually I will host a recital for my students. The first recital will consist of several small recitals in a smaller setting so students get experience without the pressure of a large setting. This concert will take place during the fall season. The second concert will be one big studio recital. This concert will take place in the spring season. Students and parents will be notified of the recital dates at least two months in advance and if they have any conflicts notify the teacher immediately.

Concert Expectations

The following expectations should be adhered to so that all in attendance can have an enjoyable experience. Thank you for your cooperation.

1. Students will need to arrive 15 minutes early to warm-up and get seated.
2. Students will be expected to wear concert attire. Your "Sunday Best" would be considered appropriate attire. If there is any issue with dress please contact the teacher.
3. Audience members will be expected to remain attentive throughout the performance and give appropriate applause to all performers.
4. Families will be expected to remain throughout the concert, not leave when their student has played.
5. No flash photography during the performance in respect to the students performing. There will be plenty of time before and after the recital, please feel free to take advantage of it!

Competition participation

Competition participation will be voluntary on a student-by-student basis. However, I will highly encourage all students to participate because it gives them a chance to experience a competition and to gain valuable feedback from a judge. Younger students will be able to participate in MTNA competitions and older students will be eligible to participate in KSHAA contests through their high school.

Although this music takes extra time to prepare this will not be the sole focus of lessons for your student. We will continue to play other repertoire.

Travel to Competition

Unfortunately, I will not drive students to contest due to the liability that it will put on me. As I see it, it is very beneficial for you as a parent to support your child by taking them to contest. In the case of extenuating circumstance, we can have a meeting to discuss options.

Instrument Policy

A good practice instrument is invaluable to a student's success. Because of this, I prefer my students to have at least an upright acoustic piano that is 45 to 50" tall. However I understand that not everyone will start out with the ideal instrument. A good digital piano cannot replace an acoustic instrument, but if finances do not allow for an acoustic instrument I will be glad to assist you in the selection of a high quality digital piano.

Parent Role

In my studio, I prefer my parents to be active in the musical life of the student. This can take many forms such as listening to music at home, helping your child be accountable to practicing or taking them to contest. Another option is for you to attend your student's lesson. For young students 5-6 I prefer parents to attend lessons to assist in taking notes for student practice. Parents can then help students throughout the week because they know what the teacher is asking of the student. Involvement from the parent at a young age will be essential in the progress of your student. I think it is important as a parent to show your pride in your student's learning and by being involved in their progress and playing this can have a great effect on them. Being there for recitals and contests will mean more to your student than just me being there. In my studio, parents must be involved in their child's learning for the child to succeed beyond just casual piano playing.

Termination of Lessons

The termination of lessons is a serious discussion that needs to happen between all parties involved. If you are considering terminating your student's lesson please contact me so that we can discuss your student's future in my studio. I work on a semester schedule so I prefer students to finish out the semester in lessons before

terminating, so that we can do some wrap-up lessons that can help them continue piano even if they are not in lessons.

If the termination comes from me the teacher I will notify you of the reason and why it is necessary. In some cases it may be that I am moving away. Another reason is that I may believe that your student would do better with a different teacher or they have exceeded my expertise and should continue with a college teacher. I will also continue through the end of the semester if possible so that you have time to find another teacher.

In the case of no notification of termination or missing multiple lessons in a row with no contact all lesson payments will be forfeited and the spot will be given to another student.

Contact Information

Email contact preferred: Rachaelgros@gmail.com

Phone: 620-617-3711

Address: 1000 E 22nd Ave Hutchinson, KS

Parental Duties Form

I, _____, accept the responsibilities of having my student in the Marston Music Studio. I will be supportive of my student as well as engage in musical discussion about the music they are playing. I understand that for my student to be successful I need to be involved in their musical education.

Furthermore, I agree to attend lessons when needed and provide transportation to events agreed upon between the teacher and myself. I agree to the payment plan and I understand the due dates. I read and understood the termination policy and attendance policy and agree to the conditions.

Furthermore, I agree to purchase my student's music in a timely fashion so that their learning is not inhibited by a lack of music.

Please sign below to accept these terms:

Signature

Date

Print Name

Signature Form

I _____ (students name), have read through the studio policy with my parent and I understand the expectations for lessons. I am ready to start my musical journey and begin learning to the best of my ability. I will bring all my music, my materials and a positive attitude to my lessons ready to learn.

Furthermore, my parent and I have selected the _____ type of lesson and agree to the fee. We understand that this can change depending upon the age and recommendation of the teacher.

Furthermore, as a student I am prepared to work hard and continually develop my abilities as a student in the studio. I promise to practice the specified amount in a week with the help of my parent. I understand that the teacher has promised to be her best and so I will be too.

Please sign below:

Student Signature

Date

Parent Signature