

Suzuki Piano Studio of Tina Figliomeni

A Handbook for Suzuki Piano Parents

Studio Policies

Musical Year

The Piano Key Lessons school year is comprised of 35 private instructional weeks and two recitals. Private lessons are scheduled during after school hours up to approximately 8:00pm, and on Saturday mornings as outlined on the registration form for the current year. Lessons are either 45 minutes or 60 minutes in length.

Tuition

At the time of registration, all fees must be remitted by cheque or e-transfer.

Fees for the school year are paid in **three instalments**. The first instalment is due at the end of the previous school year in June. If paying by cheque, please post-date the second and third instalment according to the invoice provided. Please make all cheques payable to: Tina Figliomeni. If paying by e-transfer, please make note of the payment due dates provided. E-transfers can be sent to (info@pianokeylessons.com).

Please note that payments received past the due dates will be levied a fee of \$1 per day. (Students starting lessons in the middle of the school year will have fewer instalments which will be pro-rated.)

NSF Fee

A fee of \$25 is levied for each NSF cheque.

Missed Lessons

The lesson time agreed upon by teacher and parent is regarded as a mutual commitment for that school year. There is no rescheduling made for an occasional student absence. Please notify me as soon as possible by **text message** if you know in advance that you will be unable to attend an upcoming lesson.

Cases of extended illness or extenuating circumstances will be considered individually. (See withdrawal policy)

Make-Up Lesson Policy

The first week after our school year ends is reserved to make up one missed lesson per student. Any other absences will not be made up, as I do not have the ability to rearrange the weekly lesson schedule. The make up lesson must be made up during this reserved week or will be forfeited.

Recital Attendance Policy

Attendance and participation in our two recitals is mandatory. Observing other fellow students is a wonderful motivator for everyone. It is also important for developing self-confidence and proficiency at the piano.

Suzuki Piano Studio of Tina Figliomeni

Parent Responsibilities

I am requiring all parents to be present during the entire duration of your child's lesson.

Please try to ensure that any online lesson time is free from distractions and background noise as this will enable a most productive lesson.

Parents are also required to take lessons notes. Students will not be allowed to take notes as they should be focusing on the lesson. I really want to focus on your child. I want to give your child the best lesson I can, and that means not taking notes and instead teaching. In order to free me up to teach, I need you to take the notes.

If you have any questions about any practice assignment, I ask that you interject and confirm any questions within your child's lesson time and not at the end. This will help maintain a consistent start time for all families.

Wait List

A wait list is kept of prospective students according to the date of application. Parents of children in the program should notify the teacher if they wish a sibling's name to be on the list. New students are added to the program when an appropriate opening occurs.

Re-Registration

One non-refundable tuition instalment payment and a re-registration form are required in Spring to hold a student's place for the following year. Please make note of re-registration due dates in order to reserve your time slot for the following lesson year.

Withdrawal Policy

This policy may seem involved, but represents the accumulated experience of Ontario Suzuki programs. The delineation of such a policy is an effort to anticipate what are often delicate situations when they occur, and are for the mutual protection of parent, child and teacher.

1. There is one point during the teaching year when withdrawal with refund of fees can occur. This is at the start of November. This refund applies to fees for **instalment 2 and 3**.
2. Written notice of intent to withdraw must be received by the teacher by **November 1st**, otherwise no refund will be issued for instalment 2 and 3.
3. No refund of tuition fees will be given in the event of withdrawal during instalment 2 and 3 (**December to June**).
4. Temporary withdrawal constituting six (6) lesson weeks duration or less, not including school holidays, will not be eligible for a refund, unless it is for reasons of extended illness.
5. Students wishing to withdraw temporarily may maintain in absentia their place in the program and their priority for readmission by the uninterrupted payment of tuition for the duration of the withdrawal.
6. Failure to re-register a child in June will constitute withdrawal from the program.