

## Continuing Student Policy

Thank you for choosing Noteworthy Music Academy. These policies are designed to help you be better informed about the nature of our lessons together and the expectations you can have for your child's future with Noteworthy. I also DEEPLY thank you for the privilege of teaching your child! I take the responsibility very seriously and work hard to promote a positive learning environment using the best technology and traditional strategies available to help each student be their best. I look forward to a great year!

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## Location/Lesson Times and Etiquette/Attendance

**Lesson location:** Noteworthy Music Academy Playhouse, 7141 Stagecoach trl, Amarillo, TX 79124.

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**Lesson Times:** I will send out an invitation to sign up before the term begins offering all available times. This is a first come first served sign up. I will send the invitation to sign up to families with multiple children first to ensure back to back lesson times. The invitation will direct you to our web page [www.noteworthyacademy.com](http://www.noteworthyacademy.com). Then click on the “current students” tab and enter your user name and password. (Current students will use their existing information, new students will receive this information for first time log in from mymusicstaff.com. If you need to reset your information please contact me.)

### When selecting a time please consider the following:

- Will this time work for my family weekly from August until May?
- Will this time allow my student a proper transition from school or other activities?
- Will this time allow my student to go to the bathroom before attending lesson?
  - Will my child be hyper, tired, unmotivated, etc at this time of day?
- Will this lesson time allow for smooth transition to other family activities following the lesson?
  - Will this lesson time allow my student to practice after the lesson?  
(*The more time between lesson and practice the more the student forgets*)

### To give everyone as productive and uninterrupted lesson possible, please observe the following:

- Please wait outside until it is your lesson time and please be prepared to leave when your lesson is over. If a student MUST come early or stay late and be present during another student's lesson, please be courteous and quiet.
  - Break times are designed to help me re-group, organize, breathe, and do other necessary things to assist me in teaching you most efficiently. Because of this, I ask that you not arrive early or stay later than your lesson time.
  - To help prevent the spread of illness, students must use the hand sanitizer provided before playing the piano.
  - PLEASE have your student use the bathroom *prior* to attending lessons. Lesson plans are designed to make the most of every minute in a lesson. It is not in the best interest of the student to waste time in the bathroom. *Also, I do not have a public restroom at this time and will only allow use of my private residence in extreme cases.*
  - Parents are required to be available during lessons (either at the lesson, outside, or via cell phone). In the event of an emergency, if a parent cannot be reached, you agree that I will be permitted to exercise my discretion in providing care and treatment for your child. Parents agree to hold me harmless for any such care and treatment decisions.
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**Attendance:** Regular and prompt attendance is required to make appropriate progress. If you are unable to make it to a lesson please visit [www.noteworthyacademy.com](http://www.noteworthyacademy.com), enter the student portal and cancel that lesson with as much notice as possible.

## Tuition/Recitals

### Tuition includes:

- A guarantee that I will be prepared and present to teach 34 weeks of private lessons
- Membership in the Amarillo AND Texas AND National Music Teachers Association Student Affiliate  
This allows the additional opportunity to earn medals, study and make music with others and represent the Texas Panhandle at the State and National level.
- All books, copies, and preparation materials and a binder\*  
\*If a student chooses to participate in a non-required event that has additional fees or materials then the student must pay for those additional fees and materials.
- 2 Studio Recitals with no fees or tickets
- Automatic membership in the Piano Maestro App program for Ipad  
(a value of at least \$120 per year)
- Access to the Noteworthy Portal  
Provides you 24 hour access to scheduling, events, reminders, invoices, online bill pay and much more!
- Email and Text sign ups for events  
Because your time is valuable to us, and because one click sign up is a dream come true.
- Monthly practice contests with incentives
- 4 to 5 GRAND PRIZES for practice given at recitals
- Awards, pin back buttons, certificates, medals... earned by hard work and achievement.

**30 minute** Private lesson tuition for the 2017-2018 school term is \$760.00 which equals 10 monthly payments of \$76.00 each. As students advance, their lesson time may need to increase.

**45 minute** Private lesson tuition for the 2017-2018 school term is \$1000.00 which equals 10 monthly payments \$100.00

### Payment is due by the first lesson of each month.

*\*Families should expect a small yearly or bi-yearly increase in tuition appropriate to cost of living increases and services offered.*

You will be provided with a comprehensive list of all available opportunities, fees and dates as soon as such information is made available.

**OPTIONAL!!! One time participation fee:** You may CHOOSE to pay for all selected activities as one lump sum in EITHER August OR September. This fee will be held on behalf of your child until the end of May 2018. At that time, you may choose to have any remaining balance refunded OR applied to Summer tuition. You will always be contacted prior to any payment deadline and asked if you would still like to participate before money is sent to the proper agency.

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**Recitals :** I do highly encourage all of my students to participate in recital. A student may only “opt out” of recital due to schedule conflict, illness or if they have played a recital with Noteworthy Music Academy at least once before and have a form of performance anxiety that makes public performance a negative experience. Recitals are followed by receptions. There will be a voluntary sign up sent out before each recital for reception goodies and drinks. Your generosity in helping make the recital a well rounded and happy event by bringing goodies is ALWAYS greatly appreciated.

## Illness/Missed Lessons/Make Ups

**TEACHER: If I am ill but able to teach:** I reserve the right to change that day's lessons into skype lessons.

**TEACHER: If I miss a lesson:** I have scheduled 36 lessons between August and May but I am guaranteeing to be present for 34. In the case that I must miss a lesson due to illness, act of God or otherwise, I am able to miss up to 2 lessons per student during this contract period without providing a make up. If I must miss more than 2 lessons during this period for any reason, I will provide a make up lesson OR provide a refund of the financial value of the lesson missed.

**BONUS LESSONS!!!** I am guaranteeing that I will be present for 34 of 36 calendar lessons between August and May. (Please refer to the above paragraph) In the event that I am able to teach 35 or 36 calendar lessons during this period then the student will receive these lessons as bonuses that were not covered in the tuition.

**STUDENT: Illness:** *Students who are ill should not come to piano lessons.* I reserve the right to send a student home if they arrive sick. If students are only mildly ill, please email me and we can arrange a Skype lesson.

**STUDENT: Missed lesson options:** Because we want your child to miss as few lessons as possible the following options will be made available.

- **Video and email:** If you know well in advance that you will miss a lesson due to a vacation, tournament, etc: You may wish to record your student performing their pieces before leaving town. Then, simply email me your student's individual songs as video files and I will watch and email back notes and suggestions during your lesson time.
- **SKYPE** If your child is ill or the weather makes it unsafe to attend lessons, Skype lessons will be available. If AISD or BISD elects a snow day then all lessons will be on Skype. If you have a computer or tablet device, please place it near the piano, preferably with a clear view that includes the student's hands, piano keys and student profile. Please create a free Skype account and add my name to your contacts. This will allow me to call you and have a lesson with you over the internet if need be. Visit <http://www.skype.com> to create your free account. My Skype user name is noteworthy.music.academy
- **LESSON Reschedule:** A family may ONLY reschedule a lesson up to ***THREE TIMES A YEAR*** to a time on the calendar that is available. If you know you must reschedule a lesson you must:
  1. Go to [www.noteworthyacademy.com](http://www.noteworthyacademy.com) and select the Current Students tab.
  2. Enter your user name and password to go to the Parent/Student Calendar
  3. Cancel your lesson time for that week
  4. Select a different available lesson time and sign up

The System will then send me notification of the change. If no lesson time is available that will serve your needs, please feel free to check back the next week. As students cancel for any reason, that lesson time will become available, so please give as much notice as possible. **You will be given up to THREE make-up credits in the system to use toward a rescheduled lesson should availability arise.** If for any reason you are unable to use your make up credit by the end of the year, please refer to the “**Where does my tuition go?**” guide and know that every effort is being made to give your student the best education possible even when they are not present.

**STUDENT: Cannot make up/reached maximum make ups:** Tuition covers far more than the time with your child, so you do not need to worry that missing a lesson means wasting money. I frequently use missed lessons to plan for your child's progress, locate materials, etc. See the “**Where does my tuition go?**” brochure for more details. There are no refunds given unless *I* am unable to teach the promised number of lessons.

**STUDENT: New permanent lesson time needed:** If you are unable to keep a lesson time from August to May but need to switch to a new day and time during a term permanently, you may switch lessons times *If* an arrangement can be made. *This is not guaranteed.* **You must notify the teacher immediately so arrangements might be made.**

## Practice /Parent's Responsibility/Termination

**Practice time:** Practicing piano consistently is the key to progress and retention. Practicing every day for a short time will foster the best results. To assist in this, I always run contests among my students to see who can practice the most days in a term and award prizes to those who practice most consistently.

### Practice contest rules:

- 1. The contest is open to all students regardless of level or age who wish to participate.
- 2. Students may only count days that they worked on piano lesson assignments. They may not count days that they “played around” at the piano. They may count days that they worked on theory, music history, research, etc. as long as it was assigned them in their weekly lesson.
- 3. Students may not double up practice days by “making up” for one day by working twice as long the next. This is not fair practice as all the students are being judged on the actual number of days they played and it defeats the purpose of teaching consistent practice.

### General Practice recommendations:

A young beginner with a short attention span should only be required to practice around 10 minutes a day, every day. They will very likely choose to sit and play longer which is to be encouraged but not pressured. If they love to sit and play or make up songs after they have completed their lesson assignment they are encouraged to do so.

A 3rd-5<sup>th</sup> grader who is advancing should practice a minimum average of 20-30 minutes a day, every day.

A 6th-12<sup>th</sup> grader who is moving into advanced literature and participating in more events should expect to practice a minimum average of 30 minutes to -----?----Easily an hour plus, every day.

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**BRAG week:** *AT least ONE* Parent/Grandparent/Guardian will be required to attend or send a caring adult to the child's lesson December 18,19,20,21 and May 14,15,16,17. This lesson will be set aside as an opportunity to hear and discuss all the wonderful achievements that the student has made since the last BRAG week, upcoming challenges, ways to better tailor lessons and practice and as a general progress report with no letter or alphabetic grades given. It will be conducted from a nurturing, growth minded point of view. Parents may also take the opportunity during BRAG week to ask any questions and interact with the teacher.

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**Communication:** Please keep in contact with me regarding your child's progress and practice habits. Email is my most efficient method of communication ([keyboardforever@yahoo.com](mailto:keyboardforever@yahoo.com)) or you may text/call me at (806)316-6765.

**Office Hours:** My availability varies throughout the day and season. I will do my best to return any communication as soon as I am able.

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**Student initiated termination:** If for any reason you must stop lessons, please provide as much notice as is possible. At that time, I will pro-rate the tuition for your final month to reflect the number of lessons that you have received based on the last lesson date. If there is a balance owed it must be paid and if there is a credit I will provide a refund.

**Teacher initiated termination:** I reserve the right to dismiss a student based on my own professional observation and if I feel it is no longer a good partnership. I will pro-rate the tuition for your final month to reflect the number of lessons that you received based on the last lesson date. If there is a balance owed it must be paid and if there is a credit I will provide a refund.

### What else should I know?

A metronome will often be assigned for use in practice. A free metronome app will serve just fine.

Various apps may be assigned to be downloaded and used in weekly practice. Please download them as soon as possible and see that your student has easy access to them.

Fingernails must be kept short at all times for the safety of the student and best sound production.

Summer 2018  
What is different in the Summer?

- **STUDENTS ARE REQUIRED TO ATTEND OR PAY FOR A MINIMUM OF 4 SUMMER LESSONS or 2 HOURS OF INSTRUCTION IN ORDER TO MAINTAIN MEMBERSHIP IN NOTEWORTHY MUSIC ACADEMY THE FOLLOWING YEAR.**
- *\*If you are unable to fulfill this requirement please let me know. A limited number of scholarships are available to qualified students.*

**Summer Mini-mester:** A 9 week semester

**Dates:** Tuesdays and Wednesdays from May 29- August 8

**Times available:** Lesson availability will be between 10:00am and 7:30pm

Tuition rates from 2017-2018 apply.

Students may select 1,2,3,4,5,6,7,8 or 9 lessons during this period which they desire to attend. (Keep in mind that a minimum of four is required to hold the following year's membership.) If a student selects all 9 lessons they will only pay for 8 this will give them a BONUS LESSON.

**Make up lessons:** Due to the limited number of weeks in this mini-mester there will be no make up lessons for student absences. If the teacher misses lessons then those lessons will be made up or refunded.

**Payments available:**

- 2 payments will be available to students taking 8 or 9 lessons during the summer.
- Students selecting to attend 1,2,3,4,5,6, or 7 lessons must pay tuition on all of these lessons by their first summer lesson meeting. There will be no payment plan. These lessons are a la carte.