

WELCOME TO **THE TUNING NOTE MUSIC STUDIO!**

I'm very excited to teach you all that I can about the world of playing the **piano!** Before we get too far in our teaching relationship, I must ask that you review the below policies regarding payment, and other matters. Should you have any questions please don't hesitate to ask. Thank you for your understanding.

- I. Payment, Make-ups, Late arrival
 - a. Payment for the coming month is due *the last lesson of every month*. Please make checks out to "The Tuning Note." Tuition is \$30 per half hour. When there are 5 weeks of a student's lesson day in one month, the 5th lesson may be skipped or you may choose to add \$30 on the tuition check for the 5th lesson. Payments may also be made via PayPal, Venmo, or Zelle.
Lessons are to be scheduled regardless of holidays unless otherwise scheduled by the instructor or appropriate notice is given so that lessons can be made up.
 - b. Make-ups will be made only if the instructor is notified prior to 24 hours of the lesson (of course as soon as a conflict is known a phone call is appreciated as soon as possible). Make-ups will be made based on the availability of the instructor. *Cancellations the day of a lesson will not be made up.*
 - c. Late arrivals: if you arrive late to a lesson, please understand I may not always be able to run past the original 30-minute time slot to cover the 30-minutes, especially if another student follows, in which case your time will need to be forfeited.
- II. Dropping off students
 - a. If you are dropping off your student, please be sure I am actually home before driving away. Although very rare, sometimes things happen and I may not be home, perhaps due to traffic returning from an appointment, an unexpected emergency or situation, etc. If a situation arises where I can't make the lesson on time, I will do everything I can to immediately contact you (via phone call or text).
- III. Practicing
 - a. Of course practicing is the key to consistent improvement. A certain degree of commitment is expected for continuance in the lesson program. Unusual circumstances are always taken into consideration, but we all know: "Practice makes perfect."
- IV. Recommended Materials for Learning
Please have the following items available for *practicing*:
 - a. Your music and lesson sheets.
 - b. A pencil with an eraser
 - c. Metronome (app on phone or physical metronome)
 - d. Internet access is not required, but is necessary to access the student's "Online Music Portfolio." The "Online Music Portfolio" consists of:
 - Home Page
 - Glossary Page (includes glossary terms discussed, as well as links to a Main Page, which includes: parts of the instrument, fingering charts, duets, history of the instrument, best classical players, best jazz players, and more!
 - Audio Samples/Video Links Page (includes several professionally made play-along files often at several different tempos)
 - Sheet Music to Download Page (for printing or viewing)
 - Games and Learning Tools Page (theory, ear training and more)
 - e. At some time there may be a need to purchase a small notebook of Manuscript Paper.

Please have the following items available for *lessons*:

- a. Folder / Lesson sheets
- b. Music
- c. Pencil with an eraser

You may want to have a bag of some sort (maybe a small one that zips) to always keep your lesson things in, which would also be ready to grab when you're heading out to your lesson.

Please note all policies and curriculum are subject to change. Any updates will be submitted to you as soon as they are available. And again, welcome to **The Tuning Note!**

Contact information:

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