



Candy Welner Piano Studio
7465 E. Cannon Dr.
Scottsdale, AZ
85258
Home: 480 998 9135
Mobile: 602 499 9687
CandyWelner13@gmail.com
www.cwelner.com

2023-24 Policies & Procedures

Please initial each section, sign/date at the end, and return this form to the teacher. By signing this agreement, you agree to respect and abide by the studio policies.

_____ **General Information** Weekly private lessons are offered in 45-minute sessions.

_____ **Piano** All students will need to have a piano at home for daily practicing. A well tuned acoustic piano is preferable, however a digital piano with 88 weighted and "touch sensitive" keys plus proper foot pedals is acceptable for early levels. In most cases seating height will have to be adjusted.

_____ **At The Studio** Students are expected to arrive for lessons in a timely manner, with all required materials and music. Please pick up your student promptly. I regret that I am unable to provide waiting space for family members. To discuss student progress, parents are welcome to talk with the teacher during the first five minutes of the student's lesson -- but not afterwards, in order to respect the next student's time slot. Please do not bring food, beverages, chewing gum or candy to the studio. Drinking water is provided.

_____ **Practice and Instrument** Students are expected to practice daily .

_____ **Materials** It is recommended that students use a canvas tote bag to carry books to and from lessons. We will be using Tonara app to record weekly assignments. There are also various apps used in lessons, so access to a smartphone or tablet is necessary. The teacher will obtain all needed books and materials for the student. The cost of books and materials will be added to the quarterly tuition charges.

_____ **Calendar and Schedule** The tuition rates are determined based on a calendar of 4 semesters. Tuition fee reserves an exclusive time in the studio schedule. Regular attendance is expected. Tuition is based on enrollment, not attendance, and lessons you choose to miss or cancel will not be made up. Lessons cancelled by the teacher will be credited towards tuition. At the teacher's discretion lessons cancelled for unusual emergency circumstances may be made up during the first week of the summer term. Please see calendar at www.cwelner.com/calendar for more information.

Note - a Google calendar link is available to add to your personal calendar

1st Term: September 3rd - November 10th, no lessons weeks of Oct 1

2nd Term: November 12th - January 26th, no lessons weeks of Dec 24-Jan 5

3rd Term: January 28th - March 29th,

4th Term: March 31st - June 9th no lessons weeks of Apr 14-26

Makeup lessons week of June 17

Keyboard Gymnastics Performance event: TBA

RCM Exam schedule: TBA

Tentative recital dates: June 16, 2024



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_____ **Tuition and Payment:** Tuition is due before the first lesson of each term. Payments made after the 2nd lesson of the term will be assessed a \$15 late fee. Returned checks will be assessed a \$40 fee.

_____ **Makeup Lessons:** Tuition is based on enrollment, not attendance, and lessons you choose to miss or cancel will not be made up. Lessons cancelled by the teacher will be credited towards tuition. At the teacher's discretion lessons cancelled for unusual emergency circumstances may be made up during the first week of the summer term. Please see note below regarding Online Lessons.

_____ **Online Lessons:** When in-person lessons are not possible, FaceTime or Zoom lessons will be available. Please have the physical set-up ready before needed. Teacher must be notified by 12 pm on the day of lessons in order to set up for online lessons. If online lessons are offered and declined, missed lessons will not be made up. This option should be considered when either teacher or student have health symptoms that prevent in-person lessons

_____ **Discontinuing Lessons** The teacher asks for one month's notice in writing prior to discontinuing lessons. However, the teacher respects the student's right to end lessons at any time. Note: At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

_____ **Parent Participation** Parents are encouraged to be supportive and active participants in practice at home.

_____ **Examinations:** Students are welcome to participate in theory examinations and/or performance evaluations. These opportunities require additional entry fees. Please contact the teacher for more information.

_____ **Communication:** The best way to contact the teacher is via email or text message, which will be promptly returned. Phone calls are also welcome, especially on weekdays between 10am and 1pm. The teacher always welcomes emails or text messages from students during the week if they have questions regarding their repertoire or other matters. There is a text message feature within the Tonara app that students may use to communicate with the teacher or other students.

_____ **Immunizations:** It is assumed that students have all immunizations and vaccinations current according to Public Health policy for their age group. If this is not the case for your child, or you have requested an exemption for your child, please discuss with the teacher.

Student Signature (or parent if student is under 18)

Date