

# Music Masters Policy (12 Months) for Studio or Online Lessons

Updated Policy 6/1/2021

Please enroll \_\_\_\_\_ I agree to these policies:

**Tuition:** Tuition fees make the teacher available to this student's family 44 weeks out of a 12-month year, and covers 40 weekly half-hour lesson times, one annual recital, phone/e-mail/in-person consultation and conferences, scheduling and lesson prep time, 3 progress reports annually. The teacher will keep track of attendance on the attendance chart \*\* See Early Withdrawal Fee

**Lessons:** In-Studio Lessons, Zoom Online Lessons.  
Each student has an assigned lesson day/time. If they can't make it into the studio at that time we will have a lesson in my Zoom Online Studio – The address is in the Evernote Notebook.  
If a lesson needs to be changed for any given week I have an Online Bookings Site. The address is in the Evernote Notebook.

Tuition is based on enrollment, not attendance, and it is up to this student's family to get the full value out of their tuition by attending lessons regularly. Tuition Fees can be paid on a yearly, quarterly or monthly basis: **You will receive a text on the 25th of each month that is due by no later than midnight on the 1st day of the month. If you have not paid by the 1st ,please add a \$5 late fee. I prefer payment using Venmo. You can pay me in the Venmo app by going to @Ellie-Leimer. If you don't have a Venmo account I can let you know how to set that up. It simply let's you move money from your account into my account.**

\_\_\_\_\_ Yearly payment of \$1260  
\_\_\_\_\_ Quarterly payment (every three months) \$315  
\_\_\_\_\_ Monthly payment of \$105  
\_\_\_\_\_ Registration Fee of \$50

**\*\*Registration Fee per Family (\$50):** This covers administrative tasks (emails, phone call, scheduling, setting up the Zoom account, setting up the Evernote Digital Notebook etc.

**(NO REGISTRATION FEE if the student started in the summer with the 8 Lesson Package**

**\*\*Withdrawal Fees:** To withdraw from the Roster, a 30-day written notice is required (email or paper copy is acceptable). There is a \$50 withdrawal fee, and any proactive makeup lessons will also be billed. Any borrowed items that are not returned will be billed at replacement cost. If this student should re-enroll at a later date tuition fees may have increased, and they will be re-enrolled at the new rate and a new Registration Fee will be charged.

## **Missed Lessons:**

If a lesson needs to be changed because of illness or a family emergency than the parent needs to let me know as soon as possible via text to 612-396-0322 or phone call to that number.

If a student is not going to be able to attend the lesson for any other reason such as birthday parties, sleep overs, family vacation, play practice, dance camp, sports practice or any other non-illness or non-emergency then I need to be notified at least 12 hours in advance or the lesson does not qualify for a makeup.

**Late Payments:** If payment is not received by midnight on the 1st of the month, a \$5 Late Fee will be charged. While this student's name remains on the Roster, tuition payments will never increase unless there are 3 late payments in a 12-month time.

**Returned Check Fees:** The studio will be reimbursed for any returned check fees.

**Lesson Materials:** New Students - books are purchased by the teacher and invoiced to the parent. Transfer Students - we begin with the books they have been using and then transition to our preferred method.

**Teaching Philosophy:** Ellie and Elizabeth are dedicated to the music education of the students at the Music Masters of Chanhassen Studio. Their teaching ideals focus on giving students the tools to become independent musicians. Lessons combine the discipline of the rules and techniques of musicianship with the creativity and personality of the individual student. Ellie and Elizabeth love music and enjoy very much the opportunity to share that love of music through teaching.

**Parental Involvement:** The teacher and parents will work together to assure the best educational experience for this student through communication about practice habits, lesson material, student enjoyment level, learning style, etc. The parents will respect the teacher's professional opinion and the teacher will respect the parent's input. Parents are welcome to sit in during the lesson. Parental support at home includes encouragement, planning a quiet space to practice, scheduling regular practice time, and being a cheerleader through any rough patches. These efforts will greatly improve this student's progress and will help keep them positive about their lessons and develop a true love of music.

**Lesson Expectations:** This student is expected to be at a lesson with the assignment prepared and the charged device that has the Evernote Notebook on it. Assignments are very clear as to what is to be ready at the lesson. The teacher takes into consideration when making the assignment how much this student can reasonably accomplish in one week. Consistently underprepared lessons may result in a parent conference to find a way to help the student better prepare for lessons. Common solutions are: finding a regularly scheduled practice time at home, improving practice strategies, taking a new direction for lesson materials.

### **3 Ring Notebook:**

Each student will have a 3 ring binder to put any of the extra materials that are not in the lesson book. Also this notebook will contain any music they have composed.

**Online Lesson Environment:** While this student is having their lesson they are expected to not leave the lesson or chat with other people in the home. It is best to have the piano or keyboard and the device they are using for the Online Lesson to be in a room with a closed door.

**Annual Recital:** There is one studio-wide recital that all students are encouraged to participate in. This recital usually falls in late April or early May. Important information regarding the recital dates, time and place will be in the emails sent to the parents. Recital expectations are that the piece be prepared to a performance quality, and preferably memorized. Recital pieces are chosen anytime between September and January. They are to be memorized if possible.

**MRVMTA Recitals:** These optional recitals bring together students from many different teachers in the Minnesota Valley area. These recitals require the piece to be memorized. There are 5 of these recitals during the school year. The fee for these recitals is \$9 per entry. These dates will be on the online schedules.

**Contacting Ellie:** Ellie prefers being contacted by e-mail. Her e-mail is [ellie@ellieleimer.com](mailto:ellie@ellieleimer.com) If you want to contact her by phone, call 612-396-0322 during her office hours shown on the Yearly Calendar in the student Evernote Notebook.

My signature shows I agree to these policies:

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_