



**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**

## **2020-21 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 30, 45, or 60-minute sessions, depending on the student's age/level.

\_\_\_\_\_ **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. The student will be given an assignment notebook at their first lesson, which will be used to keep track of assigned pieces and practice suggestions/goals for each week. 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 40 weekly private lessons. Tuition will not be refunded for missed lessons for any reason. Lessons cancelled by the teacher will be credited towards tuition. If 24 hours notice is given, lessons may be made up during weeks that lessons are not scheduled, or during the summer. There will be a maximum of 2 makeup lessons per semester. Please see calendar at **www.cwelner.com/calendar** for more information.

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

Summer Term: June 1 – August 7 (Tentative recital date August 2)

1st Term: August 10th - October 23rd

2nd Term: October 26th - December 16th

School break December 20 – January 2 no piano lessons

3rd Term: January 4 – March 8

4th Term: March 15<sup>th</sup>- May 24 – no lessons March 27-April 4

Keyboard Gymnastics Performance event: Stilwell Pianos date TBA

RCM Exam schedule: TBA

Tentative recital date: May 23, 2021



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\_\_\_\_\_ **Tuition and Payment** Tuition is due before the first lesson of each term. Tuition for a weekly half hour lesson is \$300.00 per 10 week term. Forty-five minute lessons are \$400 per 10 week term. Checks should be made payable to Candy Welner. Payments made after the 2nd lesson of the term will be assessed a \$15 late fee. If a student misses the first lesson of the term, payment may either be mailed or dropped off at my home. Returned checks will be assessed a \$30 fee.

\_\_\_\_\_ **Makeup Lessons** Due to the teacher's limited availability, makeup lessons cannot be guaranteed. However, if an absence arises due to unforeseen situations such as an accident or family emergency and if the student indicates a desire for a makeup lesson, the teacher will make an effort to accommodate a makeup. Please be courteous to the teacher and fellow students by notifying the teacher at least 24 hours in advance regarding any known upcoming absences. If any lesson is missed without notifying the teacher in advance, that lesson will be forfeited without the option of a make-up lesson. Makeup lessons are limited to 2 per semester, and 4 per year.

\_\_\_\_\_ **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. Parents are also encouraged to attend and quietly observe lessons approximately once a month.

\_\_\_\_\_ **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.

\_\_\_\_\_ **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