

PIANO WITH JASMINE POLICIES

TABLE OF CONTENTS

IMPORTANT DATES	1
IMPORTANT REMINDERS	1
THE PROGRAM	2
Levels	2
Practicing: All Students	3
Practicing: Younger Students	3
What Tuition Covers	4
Incentives	4
Referral Program	4
FINANCIAL RESPONSIBILITY	4
Registration Fee	4
Tuition Payment	5
Late Payments	5
Sheet Music	5
LESSON POLICIES	5
General Guidelines	5
Missed Lessons	7
Stopping Lessons	7
COVID-19 Policies (for in-person lessons during surges or as requested)	7
Ms. Jasmine’s Studio Guidelines	8
Online Lesson Guidelines	8
Technology	8
Zoom Setup	9
TakeLessons & Wyzant Students	9
STUDENT/ PARENT/ TEACHER AGREEMENT	9

IMPORTANT DATES

- Winter Break 2023-2024:
 - No lessons December 20th, 2023- January 2nd, 2024
 - Lessons resume Wednesday, January 3rd, 2024
- Spring Recital: Saturday, April 27th, 2024 at 3:30pm
- Vacation: June 24- July 1
- Fall Recital: Saturday, December 14th, 2024 at 1:30pm
- Winter Break 2024-2025:
 - No lessons December 23rd, 2024 - January 3rd, 2025
 - Lessons resume Monday, January 6th, 2025

IMPORTANT REMINDERS

- Students must **practice** an average of 5 days a week and follow practice instructions as indicated in their Google doc.
- For **online lessons**, students are required to submit any theory pages (and sometimes sheet music) as photos by text or email.
- For private (non TakeLessons/ Wyzant) students, a **\$100 annual fee** will be charged every August to cover 2 recitals, practice rebates, some sheet music, and other incentives. For students on other platforms, recital fees will be charged individually.
- No refunds or makeups will be provided for **online students** who miss all or part of a lesson due to internet or other technical issues.
- If you need to **reschedule**, please do so one week before your scheduled lesson (a minimum of 24 hours notice will be accepted for online students).

THE PROGRAM

Levels

- Ms. Jasmine will place students into levels based on their skills in the following areas: knowledge of music theory, sight reading ability, ear training level, technique, and performance skill.
- There is no set amount of time for any given level. However, students who practice consistently and intentionally often spend about one year at each level.
- Levels are from 1-9 and loosely correspond to the most commonly used methods and metrics, such as Bastien, Piano Adventures, Alfred's, Certificate of Merit, and Snell. After Level 9, the student is considered Advanced.
- Certificates will be awarded for the completion of each level at the next recital.
- Ms. Jasmine should be advised of any learning disabilities or other special physical or emotional needs of the student or family.
- For additional guidance on how I place students into levels, please refer to the following document: [Piano Levels](#)

Practicing: All Students

- Students are expected to get five days of FULL practice each week. In the event of vacations, illness, etc., students can practice extra to make up for missed practice sessions.
- Full practice is defined as practicing each assigned song at least 3 times or following the instructions specified on the student's Google doc. Students should review their practice instructions daily and indicate on the doc how many days they have practiced. Practice time may fluctuate depending on the length of time it takes to perfect certain passages (beginning students can expect to practice between 5 and 15 minutes per day).
- The student must have a piano in the best possible condition and in tune and a place allowing quiet and uninterrupted practice. If an electronic keyboard is used, it should have full-sized, weighted keys (at least after the first year).
- The student should always adjust their bench to be the proper height and distance from the piano based on their size.
- Nails should be trimmed prior to PRACTICE. Slipping fingers makes for clumsy piano playing!
- Communicate with me any questions or concerns you may have about your or your child's progress. Be interested and supportive!

Practicing: Younger Students

- Encourage progress! Parents are encouraged to attend lessons once a month for younger students and once every few months for older students. Please check your child's Google doc weekly for pertinent information. Parental support is a must for a child's musical growth.
- To help your child develop self-discipline and good practice habits, set aside a regular time for practice each day (this can be done all at once or divided into two or more daily practice sessions). Younger children especially need help with their practicing. Children under 7 need a

parent sitting with them during their daily practice; ages 7-10 need a parent to sit with them at least once a week.

- Please visit PianoWithJasmine.com for tips on how to practice, practice motivators, and piano care. If any problems should arise, I am willing to modify lesson plans and practice schedules, etc. based on each family's needs.
- Although Ms. Jasmine will provide incentives to encourage her students to practice, it is the responsibility of the parent(s) to make sure that practice actually happens. Ms. Jasmine will not take responsibility for a student's failure to practice. Learning the necessary skills to become proficient at the keyboard will not occur by simply going to lessons. It takes committed practice on a daily basis during the week to put skills covered at the lesson into motion. Consistent progress results in pride, satisfaction and a sense of accomplishment!

What Tuition Covers

Tuition is calculated based on location, length of lessons, and the number of students. Tuition covers not only the contact time spent with the student, but also the time spent in preparation for the student:

- An individualized plan for the student's course of study
- Development of teaching materials
- Teacher's training and experience
- Continuing education

Incentives

- Youth students who complete four weeks of "full practice" in a row will earn a practice rebate of \$10.00 given to the student in cash at the following lesson. "Full practice" is defined as 5 days of practice each week (following instructions on the Google doc) and completing any other assignments, including theory. To receive credit, the parent must verify that the student has completed an honest week's practice by verbal confirmation at the lesson or by noting dates of practice on the Google doc.
- All students have a place to record weekly practice on their Google doc and may earn music money (points) for each week of practice as well as for any assigned theory, which can be spent on different items (ask Ms. Jasmine for details).

Referral Program

If you refer another student who starts lessons, you will be given a credit for two 30-minute lessons on your next invoice. Thank you in advance!

FINANCIAL RESPONSIBILITY

Registration Fee

Each private youth student will be charged a yearly registration fee of \$100 in August, which includes:

- Practice Rebates (see “Incentives”)
- Music money items
- 2 Recitals (typically in December and April or May; may include programs, awards, recital hall rental, and refreshments)
- Some sheet music & other materials

This registration fee is part of securing your spot in Ms. Jasmine’s program and helps keep the incentives and recitals available. This fee cannot be waived or refunded, even if the student fails to earn practice rebates or does not attend the recitals. Students on other platforms will be charged for recitals and Sight Reading Factory on an individual basis.

The registration fee will be prorated for students who begin lessons after August. It may also be waived for the first month for students brand new to piano.

Tuition Payment

When students enroll, they are reserving their placement in Ms. Jasmine’s program for the entire year. The enrollment agreement is a firm commitment and guarantees your place in the program. Tuition is charged by the month in advance and is payment for the student’s whole course of music study.

- Tuition is to be paid for 4 lessons per month regardless of how many lessons are attended, unless a 30-day notice has been given to discontinue lessons. These monthly fees reserve a weekly time slot which works like rent one would pay for an apartment. These are flat fees to reserve the student's weekly time for lessons, whether you choose to attend or miss.
 - *This amounts to 48 lessons for the whole year. Since there are 52 weeks in a typical year, you will not be paying for the 4 weeks that include Thanksgiving week, a 2-week Winter break, and 1 floating week during the summer that I take off for vacation. This means that if you have a scheduling conflict outside of these weeks, you will need to either schedule a makeup or forfeit that lesson.*
- For the months of June, July, and August, please let me know of any vacations by the 20th of the previous month. These are the only months where I may adjust your invoice.
- Tuition is non-refundable and is payable by cash, check, Zelle, or Venmo.
- Receipts will be provided upon request.

Late Payments

If tuition is not received within 5 days of the first lesson of the month, there will be a \$10 late fee.

Sheet Music

When the need arises, Ms. Jasmine shall determine which music books and supplies should be purchased. Ms. Jasmine will either recommend what to purchase or request reimbursement upon arrival of the music.

LESSON POLICIES

General Guidelines

- Students and/or parents may call, text, or email Ms. Jasmine in regards to scheduling, assigned work, or anything else related to lessons. Students may not contact Ms. Jasmine about anything unrelated to lessons. Ms. Jasmine will never contact students directly about anything unrelated to lessons without including parents as well.
- Students should have all books, folders, etc. gathered at the piano and relevant documents, applications, etc. open by the start of their lesson. Time lost will not be made up.
- Discussions concerning student progress, schedule changes, billing questions, etc. should be initiated at the beginning of the lesson or by phone, email, or text outside of the lesson.
- Listen attentively, have a good attitude, and please- no doodling on the piano while Ms. Jasmine is talking!

Note- Video Recordings & Photos: During lessons and performances, the teacher reserves the right to use video recording or take photographs of students for use in lesson demonstration, advertising materials, and studio owned websites. Photos taken by the teacher or that are shared with the teacher by other parents or students become the property of the studio and can be used at the discretion of the teacher in regards to the studio. The studio follows online safety rules in this matter.

Missed Lessons

- Makeup lessons will be provided in case of the student's sickness or other emergency, for which notice is appreciated as soon as possible. Makeup lessons will also be provided if at least 1 week's notice is given (or 24 hours for online lessons), otherwise the lesson is forfeited. Students are allowed a maximum of 8 makeup lessons per year. Any further missed lessons are forfeited. Missed makeup lessons are forfeited. Any lessons missed by Ms. Jasmine will be made up for or credited to next month's tuition.
- The number of makeup lessons each student has available will be listed on their Google doc.
- Texts and emails are preferred over phone calls if it concerns scheduling.
- Ms. Jasmine shall not assume any financial responsibility for a student's absence(s). Monthly rates are flat fees that reserve an exclusive weekly time slot for the student and shall not be lowered nor refunded for missed lessons.
- Sporting events and other extracurricular activities are not considered valid excuses for not practicing during the week or for missing lessons. As an instructor of piano, I would no more accept this reasoning than any other teacher at an educational institution. Please respect my curriculum and my commitment to your child's musical education by maintaining a priority level for piano studies equal to that of other school subjects-- regard it as a "private extension" of academics.
- Unless otherwise noted, there will still be piano lessons on all Monday holidays. If you need to reschedule, please let Ms. Jasmine know the week before.

Stopping Lessons

The teacher may terminate lessons due to negative behavior, failure to practice, or failure to comply with program etiquette (with no refund of tuition). Any termination initiated by the parent or student requires 1 month (4 lessons) WRITTEN and PAID TUITION notice.

COVID-19 Policies (for in-person lessons during surges or as requested)

- Student and teacher will both wear masks, as will parents who wish to attend the lesson.
- Student and teacher will wash their hands (or use hand sanitizer) before and after the lesson.
- Ms. Jasmine will sit as far away from the student as possible while still being able to see the student's hands, sheet music, and/or homework.
- Ms. Jasmine will sanitize the piano keys and bench and/or chair and table before each student arrives.
- Teacher and/or student will cancel or reschedule the lesson (or switch to virtual) if they have or have had in the past 14 days a cough, a fever, shortness of breath, difficulties breathing, flu-like symptoms, gastrointestinal upset, or experienced a loss of taste or smell.
- Online lessons will still be available for anyone who is under quarantine or may be sick as well as for anyone not comfortable with in-person lessons. Please let me know if you would like an online lesson as soon as possible, preferably at least a week before the scheduled lesson time.

Ms. Jasmine's Studio Guidelines

- Parking: There is plenty of street parking; you are welcome to park in the driveway as long as you are comfortable getting your car back out!
- Location: From the street, walk up the stairs, through the black gate, all the way to the garage at the back of the property, and I will open the back gate for you at the lesson start time.
- Student's Arrival: Please be on time for your lesson. If you are early, please wait until your scheduled time and then enter through (or knock on) the garage side door (students and siblings are welcome to wait inside the backyard and may come in early in extreme weather). If another student is having their lesson, you may come in and sit down until they are finished. If you are still outside the gate, please ring the doorbell so Ms. Jasmine knows you are there.
- Etiquette: Please do not bring food, drinks, or gum into Ms. Jasmine's studio. Make sure your hands are clean. If you are sick, please notify Ms. Jasmine at the start of the lesson and wear a mask.
- Restroom: If you need to use the restroom, please try to do so before or after the lesson.
- Parents: Parents may observe the lesson, wait outside or in their car, or leave and come back at the end of the lesson.
- The playground: Students and siblings are welcome to play on the playground and jump on the trampoline (please remove shoes) under adult supervision. We do our best to keep everything

well maintained, but please use your best judgment, know that it is at your own risk, and put everything back the way you found it. Ms. Jasmine's children thank you!

Online Lesson Guidelines

Technology

- Student must have a reliable internet connection with decent quality camera and microphone. Ms. Jasmine is not responsible for a student's internet connection and will not make up time due to connection loss or instability, so please double check your connection before every lesson!
- Ms. Jasmine must be able to see the student's hands and piano keys (and preferably the student's face as well).
- Please contact Ms. Jasmine if you need assistance improving your connection or audio quality.
- Ms. Jasmine will make up any time lost due to her own technical difficulties.
- Theory homework and photos of any sheet music requested by Ms. Jasmine must be sent to her (by email or text) before the lesson.

Zoom Setup

- Make sure you have the latest version of Zoom downloaded.
- For a desktop computer or laptop:
 - In the Settings/Preferences, go to the Audio section. Uncheck the box for "Automatically adjust microphone volume" and move the cursor to about $\frac{2}{3}$ of the way to the right.
 - Click on the Advanced button. Check the box for "Show in-meeting option to enable original sound."
 - Select the "disable" option from the drop down menus for both of the questions about suppressing background noise.
- For a mobile device:
 - In the Settings/Preferences, click on "Meeting" and turn on "Use Original Sound".
- During lessons, always click Enable Original Sound.

TakeLessons & Wyzant Students

All policies listed here apply to TakeLessons students except:

- Students will pay for lessons through the platform.
- Students will pay for any recitals they attend separately to Ms. Jasmine directly.
- Students may take part in the incentives program upon request only and will not be charged the annual registration fee otherwise.

STUDENT/ PARENT/ TEACHER AGREEMENT

By signing up for lessons, you acknowledge that you have read and agree to adhere to the policies outlined in the “Piano With Jasmine Policies” packet. You recognize that failing to follow these policies will limit your success and could end your association with Piano With Jasmine.