



Madelyn Smith

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## Studio Policies

Hello, and welcome to Adelaide Music LLC! I am a piano and voice teacher from the SCV who loves to share the gift of music with those around me. I have been teaching in Santa Clarita since 2016, and since then have graduated from The Master's University with a bachelor of arts in music. Whether you are here for lessons for yourself, for your child, or a friend, I'm very excited to introduce you to the fun and exciting world of music. I believe in a holistic approach to music that centers around the student, and teaches them to become life-long learners with a passion and curiosity not just for music, but for learning.

Update 6/6/23. Subject to revision.

## Instruments and Tuition:

- I offer instruction in piano, which includes basic theory and aural skills.
- Tuition Rates for *in home lessons* are as follows:
  - \$80/1 hour lesson
  - \$60/ 45 minute lesson
  - \$40/ 30 minute lesson
- Tuition Rates for *virtual lessons* are as follows (not including virtual makeups):
  - \$70/1 hour lesson
  - \$52.50/45 minute lesson
  - \$35/30 minute lesson
- Tuition Rates may be subject to change on a yearly basis.

## Scheduling Information and Make-Up Policy:

- Lessons are available Monday-Thursday, starting at 9:00. While evening lessons are not preferred, they are available should students be able to give significant reason.

### **Permanent Changes:**

- Due to the limited nature of my schedule, if student's and/or parents wish to make a *permanent* scheduling change they must do one or both of the following:
  - Inform me at least 2 weeks in advance of the need to change schedules. I reserve the right to terminate lessons if sufficient time is not given and/or a new time cannot be arranged.
  - Contact another student to arrange a swap in existing lesson times.
- Lesson scheduling will be re-evaluated biannually in early August and January. Both time slot and lesson duration will be evaluated as student abilities develop. If a student is progressing and doing well, I may recommend increasing lesson times by 15 minutes (which is very exciting!).

### Temporary Changes:

- If students and/or parents wish to make a *temporary* scheduling change due to a singular scheduling conflict, vacation, or other, the following procedure is required:
  - Notify me in advance **before** invoices are sent out (at least one week to one month before). **OR**
  - Request a make-up lesson within the month. If a makeup time cannot be found, any payments made for the canceled lesson will be applied to the next month's credit.

### Emergencies and Last Minute Cancellations:

- I understand that emergencies are emergencies because they are urgent and often unexpected. In case of a last-minute cancellation due to an emergency or unexpected conflict, I ask the following:
  - If at all possible, please inform me at least 24-hours in advance of any cancellation. **If I am not notified of a non-urgent cancellation, the canceled lesson will still be charged without refund or make-up.**
  - Urgent cancellations will be evaluated on a case-by-case basis for refund or make-up.
- If a student is sick, and has had a fever, vomiting, or any flu/cold symptoms within the last 24 hours before the lesson, I expect to be notified **before** the lesson begins, to explore any possible rescheduling. If I arrive at the lesson to find the student sick, the lesson **will be canceled immediately without refund**. My priority is to stay healthy so that I can continue to teach other students without exposing them to any sickness.

## Virtual Makeups

- Thanks to modern technology one of the more convenient options for makeup lessons includes zoom lessons. Zoom lessons can be helpful when students are under the weather but want to continue lessons.
- In the case of zoom lessons, a link will be provided by the teacher, and fees will remain the same for in-person lessons unless continuing virtually long-term.

## Cancellations by Teacher:

- If a lesson is canceled by the teacher for any reason students will be informed at least 24 hours in advance, and are entitled to priority make-up lessons. If a make-up time cannot be found, students will be provided with a complete lesson refund. Lesson schedules are typically sent out every quarter so that students and parents can be aware well in advance of any unavailable dates.

## Materials Required:

- The following materials are requested and required of students taking lessons:
- **For Piano and Voice Lessons:**
  - An acoustic piano or weighted keyboard with headphones. (It is important to note that while an acoustic piano is highly recommended and preferred, it is understood that such options may not always be affordable, or homes may not have room for a piano. If families would like any information on potential resources for purchasing an affordable piano, I am happy to help in any way I can).
- **For All Students:**
  - Reasonable space for students to practice without distraction.
  - A metronome, either physical or on an app.
  - A notebook for each student's lesson summaries and homework assignments.
- Other materials required include:

- **For Piano:** Lesson, Performance, Theory and/or additional supplemental books and resources. Links to necessary resources will be provided by me, but I will expect either the students or their parents to purchase the supplements requested.

## Practice Expectations:

- Students are expected to practice the materials discussed and worked on in lessons 5-7 days per week. Duration of practice roughly depends on student age, level, and lesson duration. A good guideline for practice times are:
  - Ages 4-7, 30 minute lessons: **15-20 minutes/day**
  - Ages 8-10, 30 minute lessons: **30 minutes/day**
  - Ages 11-14, 30 or 45 minute lessons: **45 minutes-1 hour/day**
  - Ages 15+, 45 minute or hour lessons: **1-2 hours/day**
  - **At the end of the day, time doesn't matter as much as preparation! Do what you need to be prepared.** (A great resource for reference is "The Practice Revolution" by Philip Johnston")
- If I find a student unprepared by lesson time, I do reserve the right to cancel the lesson until they have sufficiently practiced.
- More likely, however, is I will use the lesson to work on good practice technique or technical drills and challenges within or outside of the pieces in practice. I will then expect the student to return prepared for the next lesson.
- I understand that there may be a series of circumstances that impede a student's practice abilities in any given week (ex: vacation, getting sick, etc.). If so, **please notify me** before the lesson so I may properly assess how to move forward with the lesson.
- **IMPORTANT:** Should students continue to demonstrate an attitude of indifference towards practice and music lessons in general, I reserve the right to terminate lessons accordingly.

## Performance Opportunities:

- Recitals are a fun and exciting way for students to demonstrate their progress in music! Recitals are typically a biannual occurrence, once in the fall (around October/November), and once in the spring (around April/May). Additional fees may be charged to cover facility costs for such performances.
- The Invitational Piano Festival as hosted by the Master's University School of Music Pedagogy Program is a piano performance festival on a Saturday in February. Select students may be asked by me to represent me in the festival, but participation is optional.
- Often, I will ask students to memorize and perform a piece for family, friends, and/or a recording. I believe this is a fun and relaxed way to practice good performance skills, as well as a convenient way to share music with others.
- If students wish to have more performance opportunities, and/or they are given an opportunity to perform (ex: at a school or church function) I invite them to let me know, and I am happy to help them prepare in whatever way they need! The more advanced notice, the better.
- With any recital or festival, students are expected to:
  - Inform the teacher of their desire to participate at least 3-4 months in advance.
  - Have the piece performance ready and memorized at least one month in advance.
  - Pay the additional fees at least one month in advance.
  - Dress appropriately as it reflects the formal situation of the performance.
  - With any recital or festival in which the student represents me as the teacher, I reserve the right to decline student participation if these requirements are not met by the given deadlines.