

Dancing Fingers Studio 2017-2018 CALENDAR

FALL Semester

September 2017						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

November 2017						
S	M	T	W	Th	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

December 2017						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SPRING Semester

January 2018						
S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

February 2018						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

March 2018						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

May 2018						
S	M	T	W	Th	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

January 15 lessons are scheduled on January 18

Summer Session

June 2018						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

August 2018						
S	M	T	W	Th	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Teacher reserves 1 week off during the year in the event of illness or family matter, but it wouldn't affect the total amount (26) of installment individual lessons. In this matter, the last week of March (26 -28) will be used for make ups.

Individual lessons performance classes Studio Recitals Festivals breaks summer session no lessons

School year tuition includes:

11 individual lessons & 2 performance classes in Fall Semester: (September- December)

15 individual lessons & 3 performance classes & Studio Recital in Spring Semester: (January - May)

5 weeks of Performance Classes:

October - Halloween Performance Classes

December - Christmas Performance Classes

February - Pajama&Crazy Hair Classes

April - Piano Olympics

May - Ice Cream & Award Performance Classes

MY schedule:

Individual lessons: day _____ time _____

Performance classes: day _____ time _____

List of all Piano Performance Events outside of the Studio.

(put a check mark if you participate) :

- March 9-10, (tentative), *TVFMC Spring Festival @
- March 15, (tentative), DF Studio Recital @ Dunkley's at 6:00
- May 18-19(tentative) - ***Piano Guild Auditions, @ Gay Pool house

*TVFMC - Treasure Valley Federation of Music Clubs: <http://www.tvfmc.org>

***Piano Guild - National Guild of Piano Teachers: http://pianoguild.com/page/nztj/Auditions_Programs.html

Dancing Fingers Studio Policy

2017-2018

Welcome to Miss Yelena's Dancing Fingers Studio. This following pages spell out the policies of my studio and highlight what's expected of parents & students.

The Goal: to develop the full music potential of each student by offering a well planned course of instruction which includes a variety of repertoires, progressive techniques, and music theory. Every effort is made to develop the piano aptitude of each student within the realm of traditional and classical music, supplemented with music from pop, jazz, hymns and other contemporary genres.

I offer 3 different format of lessons: Individual lessons for children, Partner lessons for beginners and Lessons a La Carte for adults.

Calendar and Curriculum

The Studio runs from September through July, with a break for Thanksgiving, Christmas and Easter. The year is divided into three terms: **Fall Semester**, **Spring Semester** and **The Summer Session**. A tentative Studio Calendar is on the first page of this policy.

During the *School Year*, September - May, the students receive 26 Individual lessons (30-, 45- or 60-min. each) followed by computer lab (15-30 min), 5 Performance classes (60 - 75 min. each), and 1 Studio Recital. Summer Session runs during 6 weeks, from last week of May -July.

I believe that music is a joy to share and a performance events are very important in a piano study. During the year, students have a plenty opportunities to perform in a different requirements from a small group audience at the performance classes to a up to 100 audience Studio Recital, as well as a performance for a judge, a performance - exam, and even a performance -competition.

I build in the curriculum 5 performance classes where students a coming in a small group and perform for their peers and the parents, I hold an Annual Spring Studio Recital each year, usually at Dunkley's. As a member of the Treasure Valley Music Teacher's Association (TVMTA), National Guild of Piano Teachers and National Federation of Music Clubs (NFMC) I able to offer my students to perform in different events: my strongly encouraged are NFMC Spring Festival, in March, and Piano Guild Auditions in May. See a Studio Calendar with the dates of these events.

Curriculum

- 1. Individual lessons program for children includes individual lesson follow by compute lab session and performance classes every 2 months during Fall and Spring Semester.**

Individual lessons

- One on one lessons with the teacher, 45 or 60 minute lessons available
- Suitable for ages 4 and older. For all levels of students, beginning through advanced
- Beginners ages 4-10 will use different books upon of student development and teacher choice: Piano Safari, Piano Adventure, Alfred Library, sometimes I incorporate Suzuki or Russian Method books. My goal is to developed aural and reading skills at the same time as a proper technique.
- Older beginners and more advanced students will use a variety of materials suitable to their level and interests.
- Students learn at their own pace.

Computer Lab Sessions, (usually 15-20 minutes, but in some cases could be long up to 30-45min) is a tailored laptop/ keyboard session, which follows the piano lessons. Studio has various computer programs as an aid in the study of music theory and ear training, composing music and improving sight-reading skills.

Note: Students beyond 8 years old should attend the computer session *only* with the parent supervision.

Performance Classes, 60 – 75 min length, are scheduled 5 times during the School Year. Students are assigned to a group of 4-6-8 students based on age, ability level and scheduling availability. Class provides students with a comfortable, informal setting *to work on performance skills*. Since music study is often an individual activity, groups also offer students a chance to develop camaraderie with their musical peers in the studio. One of the Performance Class runs as **Piano Olympics** event, where the students shows their technique development and receives the medals for their achievements.

During the week of Performance Classes there are no individual lessons.

2. Partner Lessons

- Great for beginners. Learning is more fun with a partner of the same age, and students learn from each other and from the teacher, providing a more varied learning experience than is possible in private lessons.
- I provide 60-minute classes for 2 students.
- Suitable for ages 4-10. Students will use Piano Safari book. This method combines learning pieces by rote (ear) with learning to read music (eye) from the beginning of study. This allows students to become musically literate both aurally and visually.
- After students graduate from Piano Safari Level 1, they will transition into Private lessons.
- Parents need to be committed to enforcing faithful practice and completion of assignments in order to keep up with the partner.

If you miss a lesson for any reason, there are no make ups for partner lessons.

3. Lessons for Adults, A La Carte

I also offer piano to those 19 and older, at our mutual convenience. These individual lessons do not require a semester commitment, and are available to those out of high school only. These are available during the day only; keep in mind that because these lessons do not require a commitment of my time each week, space may be limited on any given week and only slots booked with me and that get on my calendar will be guaranteed. These are pay-as-you-come. You may book as many or few as you like.

TUITION AND FEES POLICY

Studio policies are in accordance with recommended professional policies of the Music Teachers' National Association. Tuition fees take into consideration that I must provide all of my insurance, social security, and continuing education costs, as well as bear the expense of equipping and maintaining my studio, instruments, libraries and other equipment and supplies. They also take into consideration that I spend even *more* hours in planning, study, scheduling, phone calls, e-mails, bookkeeping, and organizing other studio related responsibilities, than I do in actual lesson time.

Teaching is my profession, my business, and my art; I wish to present and live up to policies that give me the time and financial security to devote most of my energy to the creative act of sharing music with people. I acknowledge my students' and their parents' place **in a three-way relationship**, and pledge to do my best to make music study a rich, growing experience for my students.

Schedule of Tuition, Fees and Payment Methods:

The year is divided into three semesters: Fall (Sept-Dec), Spring (Jan-May) and Summer (last week of May - July). During each semester students receive a different number of lessons and performance classes, which accounts for the difference in tuition costs between Fall and Spring Semester. **I plan amount of the lessons in Fall/Spring Semester in advance, then calculate the total and divide it evenly between given months.** A monthly tuition remains constant regardless of the number of lessons received in any given month. Once the initial tuition payment for a session has been made, whether in full or partial, **the student is responsible for the entire balance of the remaining semester – even if lessons are permanently cancelled.** (See more in Termination Policy). The studio cannot always replace a vacancy left in the student roster.

Tuition may be paid in full at the first lesson of a session or in monthly installments. **Monthly payments are due on the 1st of each month.** There is a grace period of 10 days. If a payment is not received by the 10th of the month, late payments are subject to a \$10 late payment penalty. There will also be \$25.00 fee for returned checks.

I calculate a tuition from my current lesson fees. They are as follows (from June 1, 2017):

An individual lesson: 30 min - \$23.00; 45 minutes - \$34.00; 60 min is \$45.00.

A computer lab session, 15- 20 min, - \$3.50; a performance class, 60 -75 min, - \$13.00.

A Studio Recital fee - \$12.00, which covers renting a facility, refreshment and printing the program.

A Partner lesson: 45 min for 2: \$20.50 (each partner); 60 min for 2: \$26.00; 60 min for 3: \$20.00 (each partner)

A La Carte lesson for Adult: 30 min- \$25.00; 45 min - \$36.00; 60 min - \$48.00

All the above are included in the Semester Invoice and called **a tuition** (Fall and Spring). You can find monthly tuition fees in a registration application.

Payment will be accepted in cash or by a check written to Yelena Frolova.

You will receive ONE tuition invoice for each semester (Fall, Spring and Summer) and 2 book invoices, one per Semester, 5 invoices total.

Fall invoice will include monthly tuition, September - December and fees for Spring Festival (if the student participates).

Spring Semester invoice will include monthly tuition, January - May, and fees for Guild Audition (if the student participates).

Summer Session Invoice pays once and include all the summer lessons and the *registration fees* for the next year. A minimum of 4 lessons are strongly recommended.

If student prefer do not take any summer lessons, the **Summer Holding Fee of \$70** will be include in the invoice in order to secure their slot in the Fall Session. Students who do not pay the holding fee will be taken off the studio roster.

Book Invoice: I will generate two book invoices in Fall Semester and Spring Semester accordingly. Your book deposit will go into Book Invoice, and will only be used to purchase books that will be owned by the student. This eliminates a need for individual billing and reminders to parents for regarding prompt payment. A detailed ledger of each family's purchases will be kept and sent by the end of each semester. I will ask you to replenish the deposit if your balance is below \$10.00. Average cost of music is \$45 - \$70 for the year. Any remaining credit will be refunded in May.

Other Fees:

Enrollment Fee: An annual, non-refundable enrollment fee of \$30 is required by May 30. If a student is a new enrollee in the Spring semester 2018 the enrollment fee will be \$20.00. This fee does not apply towards tuition. This deposit covers the cost of the student incentive program and office fees.

Book Deposit : All students are required to make a book deposit of \$35.00 for one student or \$60.00 for a family at the time of initial enrollment.

Festival Fees: I will include an entry fee if your child participates in any Treasure Valley Piano events, such as a Spring Festival and Piano Guild Audition. I charge a \$10.00 for each event *to addition* to the event fee to cover my time and cost for planning, filing, preparing the music sheets and getting the certificates.

ATTENDANCE POLICY

The lesson time is precious. Regular and punctual attendance is expected and necessary. Your tuition reserves an exclusive weekly time in my schedule, whether you attend or not. Each student will receive a Studio Calendar and any changes in a calendar will be announced during the lesson and/or by e-mail. **Parents and students are responsible for following the calendar and checking their e-mail.**

Students arriving late for their lessons will not be given extra lesson time to make up for this. Students who arrive on time but don't start the lesson on time will be given the extra time to make up for it.

Parents are encouraged to attend lessons so that they can be aware of the goals and study methods assigned for the week's practicing. Please arrange to have younger children cared for during the lesson time so that their presence does not interrupt the concentration of the student or teacher.

For students age 8 year old and younger I encourage the parent to be in each lesson, *for students 9 years and older* I invite each parent to attend the lesson at least once every two months.

Students are expected to consistently arrive at their scheduled lesson on time with all materials, take their shoes off, wash their hands. Don't bring any food or drinks except a bottle of water. **It is essential to keep fingernails cut short** (flush with the end of the fingertip). Longer nails preclude development of proper technique.

Make up lessons

Make ups are given as a courtesy and are not obligatory. Due to the full schedule, the studio has a very limited number of make up opportunities. I cannot guarantee more than two make ups per student for any reason during the year. However, I offer lesson swaps and Skype lessons.

I do my best to accommodate *make up lessons due to* for illness, unexpected family emergencies and bad weather.

I offer *lesson swaps* for planned-event or schedule conflicts involving sports, concerts, vacations, etc.

I offer *Skype and FaceTime* lessons during the student's regular scheduled time.

Students who don't show up for their scheduled lesson with no notice will NOT be offered make-up for these times, regardless of the reason.

For illnesses and emergencies, please call as soon as possible so that I may use that available time slot to best advantage and perhaps make it available to another student.

In the event of inclement weather, lesson attendance is left to each family's discretion. Weather-related make-ups may be given in the form of private lessons, or as an extra group class- at the discretion of the teacher. Most weather-related make-ups will be rescheduled toward the end of the semester.

If you need to **miss a lesson because of a planned event** (sports, vacation time, etc), **please contact me no less than 72 hours** in advance so I have enough time to arrange a lesson swap with an other student. I will manage the *Lesson swaps* personally. **If a swap is not available, a make up lesson is not guaranteed.**

Make up times will be based on what is available within the current schedule. If an offered time is not convenient, the make-up lesson may be forfeited. The lesson is considered to have been given if the student misses the scheduled make-up lesson for any reason. Missed lessons will not be carried-over into the next semester.

If you know in advance that you have a conflict with a Performance Class, please contact the instructor for a schedule of alternate Performance Classes you may attend that week. *Missed Performance Classes will not be made up.*

Students who are visibly ill should NOT attend their lesson. Let's respect the teacher and other students.

In the event the instructor needs to miss a lesson (illness or family matter) that lesson will be rescheduled (I reserved the last week in March and May for this matter) or refunded.

There are no make ups for partner lessons.

TERMINATION POLICY

Parents are free to terminate the piano lessons permanently at the end of a semester, since lessons are arranged by semester. If lessons are terminated by the parent in the middle of a semester, **payment for the full semester tuition is still due.** If lessons need to be terminated in the middle of a semester due to a family emergency, I will work out a mutually beneficial arrangement.

I also reserve the right to terminate lessons for any of the following reasons:

1. Inappropriate student behavior.
2. Excessive missed lessons. **More than 4 absences in a Semester** will be considered excessive.
3. Continued lack of preparation or failure to cooperate with assigned instructions.
4. Any tuition account that has been paid late more than 5 times in studio year.

PRACTICE POLICY

Learning to read and perform music is similar to learning a new language. Students are expected to practice at home 4-5 days weekly. Time spent completing written assignments can be considered part of the practice time. Minimum practice requirements are spelled out by level of study below.

Many underestimate the length of time it takes to become a competent musician. With diligent practice, the “average” student can expect to complete the basic elementary stage in 3-4 years. The intermediate stage can take another 3-4 years.

In the initial stage of lessons, most students are able to master all of their pieces in 1 or 2 weeks. By level 2 and beyond, it is normal to take a bit longer before pieces are mastered.

In the elementary stage, however, students taking longer than 3-4 weeks on the same assignment most likely are not practicing effectively.

Practice means repetitions. Students are expected to thoroughly & purposely prepare ALL of the assigned materials including technique and theory assignments. The goal of practicing is to be able to perform a finished piece or section so that NO CORRECTIONS are necessary at the lesson.

Level of study	Hours per week	Level of study	Hours per week
Primer & Level 1	2-3 hours (20+ min./day)	Levels 4 & 5	4-5 hours (40+ min./day)
Levels 2 & 3	3-4 hours (30+ min./day)	Levels 6 & beyond	5-6 hours (60+ min./day)

Parental interest is invaluable at any level!

Your help and attention is required until the child gains the maturity and proficiency which allow independent work.

Parents are expected to consistently...

1. ...assure the fulfilling of their child’s responsibilities and remain encouraging and supportive of all aspects of their child’s piano study.
2. ...provide a practice environment free of distractions (including TV’s & computers).
3. ...review your child’s weekly assignment sheet, verify weekly practice times with one’s initials, and regularly check assignment binders for studio memos & notifications.
4. ...treat practicing like other homework and expect it to be completed each day. **Unprepared lessons cost the same as prepared ones but their value is substantially compromised.**

QUESTIONS: I consider that a **communication between parent and teacher** an extremely important aspect of music lessons. I only ask that such communication NOT take place during the lesson itself. If brief comments or questions exist, these may take place at the beginning or end of a lesson. If an extended discussion is needed, please do not hesitate to pick contact me by phone or email.

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