



# Studio Policies

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**Instructor: John Vieira**

Piano, Guitar, Bass Guitar, Music Theory Tutor

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Dear students and parents-

I am happy that you have chosen me to be your instructor! I am looking forward to building a professional relationship with you and to help you grow as a musician. I believe we are all students, and those instructing us are simply the students further down the musical path than we are. I am also a firm believer that music is a privilege, not a task, and I try my best to tailor my lessons to the needs and interests of each student. In order to get the most out of these lessons, however, there are some guidelines that must be put into place in order for us to succeed. I ask for the following policies to be read carefully, understood, and agreed upon. If there are questions or issues, I am more than happy to discuss them with you via email ([jwlvieira@comcast.net](mailto:jwlvieira@comcast.net)), by phone (301-828-5124), or in person at the time of our lessons.

## ♫ **Attendance:**

- I ask that students and parents make it a priority to attend lessons as consistently as possible. I understand that some cancellations are inevitable, but canceling frequently hinders the ability to progress.
- I ask that students are home and ready for their lessons at the scheduled time. Each and every student is important and I wish to respect everyone's time. If you know you will be running late, please call me and let me know. I will wait for 10 minutes. I will make multiple attempts to contact you during those 10 minutes before leaving. If I am late because of traffic or another issue, I will be happy to discuss options with you at the end of the lesson.
- If the student is under 18, **an adult must be present.** As it is with many companies that offer in home music lessons, teaching without a legal adult present is a high liability risk that is better to be avoided. Therefore, I will not teach a lesson unless a parent or guardian is present. An older sibling does not count unless they are 21 or over. If there is not a legal guardian of 21 or over present at the beginning of the lesson, I will leave, and the lesson will be considered an "under 24-hour cancellation" and no make-up will be offered.

### 🎵 **Materials:**

- Please have your assigned materials (music books, assignment book, pencil, metronome) at each lesson. If you have any additional music you would like to bring in, feel free to do so!

### 🎵 **Cancellations and Make ups**

- If you need to cancel a lesson, please give me at least 24-hours notice. I understand that emergencies do occur, and if one does occur, please call me as soon as possible.
- Lessons canceled with proper notice will be eligible for a make up lesson if there is an available time to do so. The time must be agreed upon by both parties (teacher and student). I offer 1 make up per student per month. If the month ends and the make up is not used, the lesson is forfeited. There are no roll-over lessons.
- If the lesson is canceled after the 24-hour period begins, this lesson will not be rescheduled or made up.
- If I must cancel a lesson, I will make up that lesson at a time convenient for both teacher and student. If necessary, I will have a substitute instructor provide the lesson if I am unable to. I normally do not like doing this, but the possibility is on the table.
- Weather: if the lessons are cancelled because of weather, I offer make ups to all students on affected days, unless the lesson is already canceled for another reason.

### 🎵 **Practicing:**

- Please practice assigned pieces between lessons. Practicing promotes understanding, hones skill, enhances concentration, and is the overall key to success in any endeavor. Please be an active learner!
- Metronomes: a metronome is a device that helps a musician keep the pace of their piece steady and constant. If I have assigned its use, it is mandatory. Since half of music is rhythm (the other half is the actual notes), it is essential to have correct timing when playing. You can purchase a metronome at your local music store or install the app on your phone.
- If you are having difficulty with a particular piece of music, please let me know. I cannot teach you to the best of my ability unless I receive feedback on what works and what does not! I encourage communication between the student and myself!
- If theory homework is assigned, this too counts as practicing and is expected to be completed by the next lesson or the assigned deadline. Parents, please take an active role in knowing what your child is assigned for that week. If theory or practicing is not done, the assignments will be done in the lesson instead of going over the music. This is not a punishment; it is to ensure that the material is covered and comprehended.
- If there are 2 consecutive lessons in a row where the assigned material is not practiced or completed, the third lesson will end early. If this occurs, I will be in contact with you regarding the issue. I have only ever had to do this once and I would love to keep it that way!

### 🎵 **Payment:**

- Lessons can be paid for individually or in a package. For individual lessons, the costs are: \$45 for 30 minutes, \$55 for 45 minutes, and \$65 for 60 minutes. However, if you sign up for a package (4 lessons), the break down is: \$120 for 4 30-minute lessons (\$30 per lesson), \$160 for 45-minute lessons (\$40 per lesson), and \$200 for 60-minute lessons (\$50 per lesson).

- Unfortunately, due to business costs, which include vehicle maintenance and teaching materials, I am unable to give discounts to families (2 or more students per house) at this time. I apologize for any inconvenience this may cause. There is a possibility that this may change in the future. If so, I will inform all students and families immediately.

### ♪ **Referrals and References**

- If you are satisfied with the services I have provided for you and your family, I ask that you please refer me to other families and potential students. If someone you have referred me to takes a paid lesson, I will give you half off on your next lesson. If they sign on as a permanent student (meaning they take at least 1 month of lessons), you will receive a free lesson.

### ♪ **Recitals, Examinations, and Performance Opportunities**

- Recitals and examinations are NOT mandatory in my piano studio. If you do not wish to perform, I will not ask you to. This is your investment and I do not believe that forcing people to perform is beneficial or enriching.
- However, if you do wish to perform, I wholeheartedly encourage you to do so. Performing builds confidence, gives people a chance to demonstrate what they have learned in their lessons, and gives a sense of accomplishment that is quite unique to music and the arts. I will hold recitals from time to time if space and funding are available. The cost of renting space and putting on the recital rests on the shoulders of the students and parents. This is common practice. If enough students are interested/available, I will divide the cost equally amongst all student's families.
- If you (or your child) wish to take a piano examination, I will gladly provide the information for the standardized tests that are held by a panel of authorized piano educators to assess progress. There are several, the most notable of which is the RCM exam, which stands for Royal Conservatory of Music. Since I am not qualified to administer these examinations, they are not part of my curriculum, but by request, I will certainly go over the technical and literary requirements of the examinations you or your child wish to take. Please note, however, that I am not responsible for any fees or costs of the examinations. Some of these examinations exceed \$100 a person per time, and I cannot afford to pay for students to participate.
- I am also more than happy to provide you with information about local performance opportunities, be it an open mic night, a nursing home, a stage in the park (Gaithersburg and Silver Spring have a lot of these) or something of that nature. I do not require these performances, but I encourage them.

Last but certainly not least, if you have any questions, please contact me! I am happy to discuss any of the information covered and other concerns you may have. I hope these policies will enable a positive and constructive learning experience and I am looking forward to working with you! Thank you so much for reading this. I ask you now to please sign the line below as acknowledgement that you have read and agreed with the terms in this document.

By signing here, you acknowledge that you have read over and have agreed with the policies in place.

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