

2024-25
Fine Tune Arts Studio Policies
For Taylor Robinson Students

2024-25 SCHEDULE AT-A-GLANCE

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|------------------------|------------------------------------|
| November 17: | FALL RECITAL 3pm |
| November 25-29: | Thanksgiving Break (Studio Closed) |
| December 7: | HOLIDAY OPEN HOUSE 2-4pm |
| Dec. 23-Jan. 2: | Holiday Break (Studio Closed) |
| April 6: | SPRING RECITAL 3pm |
| May 26: | Memorial Day (Studio Closed) |

GENERAL INFORMATION

- Lessons are offered in the studio and online. The online option is only available to students **outside a 20 mile radius of the studio** or for an occasional makeup lesson, and all online lessons are limited to 30 minutes (unless it is a make-up). The online option can also be used in the case of inclement weather or if a student is feeling under the weather but could still do an online lesson.
- In-studio lessons are available in 30 and 60 minute time increments, however, 30 minute lessons are recommended for beginning students. Once a student progresses and shows consistency and commitment to musical growth, the switch to 60 minute lessons is an option.

- When you purchase a lesson package with Taylor Robinson, the lessons purchased will be scheduled **by me** into your weekly time slot in two week minimum increments. They will also be entered into My Music Staff (see below) to reserve your lesson time. In order to avoid a lapse in weekly progress and to ensure that your preferred time slot remains reserved for you, please do the following: 1) Let me know as soon as possible if you will be missing any lessons. 2) Keep track of when your last lesson in the package is and pay promptly for your next package.
- Taylor Robinson is very slow at processing payments and will not let me schedule your next lesson until a payment has gone through, so paying for your next package BEFORE the old one finishes is recommended.
- If a weekly lesson is missed due to payment delays more than two times in a row, you risk losing your reserved weekly slot.

MY MUSIC STAFF

All students from Taylor Robinson will be granted special access to my online Fine Tune Arts Studio system in My Music Staff. Each student will have their own portal where they can:

- See lesson notes from each lesson
- Keep track of their repertoire and progress
- Enter their daily practice sessions
- See the studio calendar to request make-up lessons
- Access music pdfs, tracks and demos

Please check the calendar regularly for updates and to see available times for make-up lessons.

CANCELLATIONS/LATE ARRIVALS

- Cancellations with **at least 24 hour notice** can be made up **within 1 week** (student will not be charged for the cancelled lesson).
- Cancellations **without 24 hour notice** will be marked as “no show/late cancellation” which means **you will still be charged for the lesson. If the late cancellation was an extreme circumstance** the lesson can be rescheduled **within 48 hours** if a slot is available or can be added to their next weekly lesson if their normal lesson time is 30 minutes.
- Late arrivals: Your lesson payment reserves your scheduled lesson time. If your lesson time is 9-9:30 am, for example, and you arrive 10 minutes late, then you will have a 20 minute lesson ending at 9:30 am. **In unexpected circumstances if you let me know ahead of time that you will be late, I will adjust your lesson time if it works with my schedule.** However, if it becomes a habit I will no longer accommodate late arrivals. My goal is to respect your time as well as my own.
- **Please consider the online option** for the following circumstances:
 - 1) A student feels slightly under the weather
 - 2) Weather is preventing the student from traveling.
- Before attempting to schedule a make-up lesson, please check the calendar in My Music Staff for my availability before sending me a message.
- Lessons cancelled by the studio will be given as much notice possible and will be rescheduled within 30 days.

EXPECTATIONS

- Students are expected to continue lessons year round to avoid reversing their progress.

- Summer Studio Session runs July 8-August 23. **Students who take AT LEAST 6 lessons during the Summer Session are guaranteed a studio spot in the fall.**
- All students are expected to practice regularly and come to their lessons **on time and prepared with the appropriate materials (lesson books, music binder, water, note paper).**
- If you are unable to print your music at home, a copy can be made in the studio for \$1 per song.
- **Sheet music must be printed** (not in electronic form) as students are expected to mark up their music as part of the learning process.
- Minor students should not bring cell phones to their lessons.
- Practice time can/should be logged through the student portal in My Music Staff. Daily practice is encouraged but a minimum of 5 days per week is expected. **Consistency is as important as time spent.**
- Parents of minors and students are expected to check My Music Staff regularly for notes from their lesson each week and for updates to the calendar.
- **Recital participation is highly encouraged.** 2024-25 recital dates are listed above so you can reserve them well in advance. **Please keep all printouts of music** as they may be used for a future recital.

MUSIC/MATERIALS

Resources used for lessons will be posted in the student portal. Parents/Students are responsible for buying any books/materials needed for their lessons (that are not available in the online resources) and making sure they have them at each lesson. If the studio purchases something on behalf of the student, payment will be due at the next lesson. Purchases will never be made without permission.

THEORY

Music theory is included in all lessons in a very basic way. However, more in-depth music theory instruction/ear training can be added upon request and by purchasing the theory workbook on the resources list.

SCHEDULING PRIORITY

All effort will be made to give a student their first choice of lesson days/times. However, should a conflict arise, priority will be given to the student who:

- Has consistent weekly attendance.
- Attends a minimum of 6 lessons during the Summer Studio Session.
- Practices regularly.
- Participates in recitals.
- Has been with the studio the longest.

USE OF PHOTOS/VIDEOS

Unless otherwise requested in writing, Fine Tune Arts Studio is granted permission to use photos and short videos of students for promotional purposes. Only first names will be used.

INJURIES

By attending lessons at our Studio, you assume all risk of injury or harm to the child(ren) or adult(s) associated with participation in musical activities at Fine Tune Arts Studio, and agree to release, indemnify, defend and forever discharge Fine Tune Arts Studio and its instructors from all liability, claims, demands, damages, costs and expenses in the unlikely event of injury sustained by your child(ren) or adult student during the lesson or as a result of their participation in Fine Tune Arts Studio musical activities.

OPPORTUNITY FOR FREE LESSONS

Refer 2 students for a free 30 minute trial lesson, **you will earn a free 30 minute lesson** once they have each completed their trial lesson. Free trial lesson coupons to give to potential students are available in the studio. Make sure you remind them to let us know that you referred them to us!

Please read, print and sign this document below and bring it to your first lesson after August 23 (end of the 2024/25 term) OR email it to us. It must be signed by a parent/guardian if the student is a minor.

BY PAYING FOR LESSONS WITH FINE TUNE ARTS STUDIO, I CERTIFY THAT I HAVE READ AND AGREE TO THE STUDIO POLICIES FOR THE YEAR.

NAME _____ **DATE** _____

**Policy last amended 6/4/24*