

Heather Rogers Riley
CLASSICAL PIANO STUDIO

(781) 789-0857 · HrrRiley@gmail.com · www.HeatherRogersRiley.com

2024 - 2025 STUDIO POLICY: YOUTH

Lesson registration is divided into two terms: **Full Term:** September-June **Summer Term:** June-August

FULL TERM: September - June

TUITION includes 32 lessons for the Full Term of 10 months. Tuition is charged by the term, billed as 10 equal monthly installments from August - May. The 10-month payment plan provides students with an easy way to evenly disburse the total cost of lessons over the term. Payment stays the same regardless of the number of lessons a student actually receives in a single month.

Tuition is pro-rated using the individual lesson rate when: students begin mid-term, or change their lesson length mid-term.

Tuition is always **due before or by the 1st** of each month.

30 min. lesson*	=	\$246.40 / month x 10 installments	=	total \$2,464 Full Term
45 min. lesson	=	\$272.00 / month x 10 installments	=	total \$2,720 Full Term
60 min. lesson	=	\$300.80 / month x 10 installments	=	total \$3,008 Full Term
90 min. lesson	=	\$377.60 / month x 10 installments	=	total \$3,776 Full Term

**Only young beginners ages 5-6 are eligible for 30 min lessons for the first 6 months.*

There is an **annual \$50 registration fee**, applied once per Full Term.

TUITION PAYS FOR:

- 32 Private Lessons for the Full Term (September-June)
- An exclusive weekly lesson time, reserved for the year
- Piano Performance Parties
- Group Lesson Workshops
- Studio Recitals
- Parent-Teacher Conferences
- Student Evaluations
- Lesson enhancements with technology

Tuition also reflects my professional experience, the amount of detailed preparation I put into lesson plans, piano maintenance and studio expenses, as well as continuing education, research, and professional memberships which enhance my level of teaching and provide local, national and international opportunities for my students.

SUMMER TERM: June - July - August

The Summer Term begins in June or July. The number of lessons are determined on an individual basis, and the schedule is flexible to accommodate vacation time.

Tuition is calculated with the **Individual Lesson Rate**, and payment for the total Summer Term is due before or by July 1st.

INDIVIDUAL LESSON RATES

30 min: \$77/lesson **45 min:** \$85/lesson **60 min:** \$94/lesson **90 min:** \$118/lesson

PAYMENT of monthly tuition is due in full **before or by the 1st of each month.**

Payment methods: ONLINE ONLY via PayPal, Venmo, or ApplePay.

Late tuition payments will be charged a \$10.00 late fee if not received by the close of the due date. Tuition that is late by 7 days or more will be charged an additional \$15 late fee. After 7 days, if payment has not been received, the student's place in the studio will be suspended, and lessons cannot resume until the balance plus the late fee is paid in full.

Lessons are non-refundable. Several make-up weeks are reserved at the end of the Full Term for Heather to schedule make-up lessons for any excused absences. Please observe the guidelines under **Attendance** (next section).

WITHDRAWING REGISTRATION

Intention of withdrawal must be submitted in writing and full tuition must be paid for the month in which withdrawal is made. Tuition already paid is non-refundable. All makeup lessons are forfeit once a student has withdrawn.

ATTENDANCE Students are expected to maintain consistent lesson attendance. Please understand that the tuition you pay reserves an exclusive weekly time in my schedule. Your lesson time is not portable or reusable. Heather keeps a detailed attendance record which, in the event of any attendance discrepancies, will serve as the official record.

ABSENCES & CANCELLATIONS Excused Absences are eligible for a makeup lesson; limited to **ONLY TWO** per term. Notification of an absence is required, whether or not the absence will be excused. No tuition refunds or credits for unexcused absences.

✓ A lesson will be marked **EXCUSED** if:

- 24 hours advanced notice is given, **AND** it is within the two excused absences of the term.
- Cancellation or absence is due to sudden illness or a serious personal emergency (less than 24 hours notice), **AND** if it is within the two allowed absences of the term. Exceptions to this may be made at Heather's discretion.

✗ A lesson will be marked **UNEXCUSED** if:

- Less than 24 hours notice is given for the absence.
- No notice is given.
- The student has already received the two allowed excused absences for the term.

⚠ **COVID-19 / HEALTH NOTICE:** Please respect Heather's health and the health of her family & other students.

- ✓ Read & follow all the **STUDIO HEALTH GUIDELINES** (see page 4).
- ✓ **N95 or KN95 MASKS** must be worn inside the lesson at all times.
- ✓ Student **AND** family must be **SYMPTOM FREE** to attend an in-person lesson.

🚫 **DO NOT COME** to a lesson if you have been sick with any illness or had any symptoms within the past 5-7 days.

⚠ If a student comes to a lesson with contagious symptoms, and Heather determines that it is unsafe for the student to be at the lesson, Heather will end the lesson immediately and send the student home. Remainders of such lessons will not be made up.

SNOW DAYS - All Snow Day lessons will take place via Zoom or Recorded Video. In the event of severe weather, Heather will notify you if in person lessons will be moved to online. Local public school closings will be taken into consideration.

ONLINE + RECORDED VIDEO LESSONS: If a student cannot attend their scheduled lesson time and proper advance notice is given, the lesson may be held in one of the following methods:

- 1) A live **Zoom** lesson, at the regular scheduled lesson time.
- 2) A **recorded video lesson**: videos submitted by the student in advance; instruction & video response created by Heather during the regular scheduled lesson time. **ADVANCE NOTICE**: minimum 24 hours before.
- 3) An alternate, available cancelled lesson spot that you can swap with. **ADVANCE NOTICE**: minimum 24 hours before.

✓ Your option must be selected and agreed upon with Heather **prior to** the scheduled lesson time. If you don't select any of the options provided, or arrangements are not fulfilled in time, then the standard policy for Excused & Unexcused absences still applies. If a Zoom, recorded video lesson, or swap lesson is cancelled or missed, then the lesson will be marked Unexcused.

MAKE-UP LESSONS

- Students are allowed **only TWO excused absences** during the **Full Term** for which make-ups will be given.
- Make-up weeks are reserved in June at the end of the Full Term for scheduling make-up lessons.
- All lessons cancelled by Heather will receive a make-up lesson.
- Unexcused absences are **NOT** eligible for make-up lessons.
- There are no additional make-up lessons for missed or cancelled make-ups.
- If all attempts made to schedule make-up lessons have been unaccepted, and/or the student doesn't agree to a make-up schedule by the end of the Full Term, or student is absent during the reserved June makeup weeks, then any remaining make-up lessons will be forfeited.
- There are no make-ups or refunds for lessons missed during Summer Term.

STUDENT IS EXPECTED TO:

- ✓ **Practice 5-6 days a week, regularly.** Make a plan to create a good practice habit: schedule time every day for your practice.
- ✓ **Be prepared** for your lesson: Have all assignments completed the best you can and be ready to show what you've learned and improved.
- ✓ **Practice correctly!** PRINT OUT lesson assignments and READ IT every day when you practice! Follow directions, and check things off as you complete them.
- ✓ **Have a positive attitude** in your lesson. Be willing to learn, and ready to give everything 100% of your best effort!
- ✓ **NEVER come to the lesson sick!** Always tell Ms. Heather if you think you may be sick.
- ✓ Arrive with **clean hands: Wash your hands** before coming to the lesson, and use sanitizer when you arrive.
- ✓ **Bring all your books and materials** to each lesson.
- ✓ Have and use a **metronome** as instructed by Ms. Heather.
- ✓ Keep your **fingernails short** and neat.
- ✓ **Ring the doorbell when you arrive** for a lesson so that Ms. Heather knows you are on time. If you are early, please wait quietly in the entry way.
- ✓ **NOT bring food or drink into the lesson.**
- ✓ **Respect the private areas of Ms. Heather's house.** Students should only be in the piano studio room and the main entryway, and not enter any other rooms.
- ✓ **No guest restroom available. My private bathroom is for emergency/urgent use only.** Plan to use the restroom elsewhere before arriving to avoid needing one during the lesson.
- ✓ Perform in all scheduled studio performances.

PARENT IS EXPECTED TO:

- ✓ **Provide a quality, acoustic piano for your child's daily practice.** Keep it well maintained and tune it at least twice a year.
- ✓ **Pay tuition on time.**
- ✓ **Bring your child on time to their scheduled weekly lesson, and stay in the car or remain nearby during the lesson time.** For safety reasons, please do not leave unless previously approved and a contact plan is made.
- ✓ **NEVER send your child, or attend yourself, if either of you are sick or have symptoms. Follow the studio health guidelines** regarding symptoms and illness,
- ✓ **Observe lessons on zoom (or watch recorded lessons) so you understand what the expectations and goals are.** Check in with your child during the week to ensure they are preparing correctly for the next lesson.
- ✓ **Help your child find time to practice, and learn good habits!** Plan ahead & schedule it into family life. Help them learn time-management and dedication. (*Heather may discontinue lessons if a student fails to consistently meet practice expectations.*)
- ✓ **Purchase the required supplies & music as assigned by Heather.**
- ✓ **Save the dates for studio performances** and ensure that students have time to prepare & attend.
- ✓ **Share equal responsibility with Heather in maintaining open communication.** If problems need to be addressed, it's best to arrange for a private time to discuss it, and refrain from talking during lesson time in front of the student. Termination of lessons will occur when it seems to Heather that student/parent obligations are not being met and an optimum learning environment no longer exists.

STUDIO HEALTH GUIDELINES

Updated: April 2024

Covid-19 virus transmission levels continue to fluctuate, and it is very much still present. Indoor small environments with close-contact call for safer protocols to ensure our mutual safety.

**Because my studio is also my home and not a public venue,
I ask that you respect my safety requests that are in place to lower the risk of exposure
to me and my family as well vulnerable members of the studio.**

1. N95 or KN95 MASKS must be worn inside at all times. [CDC approved list.](#)

- Multiple public health organizations continue to recommended wearing masks as one of the best ways to minimize contracting and spreading Covid-19 when indoors. **If a student has an adverse issue with wearing a mask during the lesson, please talk with me to discuss options.**

2. STUDENT & family must be SYMPTOM FREE to attend an in-person lesson.

✗ DO NOT COME to a lesson if you have been sick or had ANY symptoms within the past 5 days, including:

- Runny nose or Congestion
- Cough
- Sore throat
- Headache / Body aches
- Sneezing
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Fever or chills
- Nausea, Vomiting or Diarrhea
- Fatigue (extreme)

3. Students are strongly encouraged to stay up to date with vaccines & boosters.

4. WASH YOUR HANDS thoroughly BEFORE arriving. Hand sanitizer will be available in the studio, and all students are required to use it upon entry.

5. No guest restroom available. My private bathroom is for emergency/urgent use only. Please plan to use the restroom elsewhere before arriving to avoid needing one during the lesson.

6. ONLY 1 STUDENT will be allowed inside at a time.

7. A parent/adult is requested to stay outside and remain nearby during the lesson time. For safety reasons, please do not leave, unless previously approved and a contact plan is made.

8. Parents/adults are advised to watch the lesson live from outside via Zoom, or afterwards via recording.

↓ Please return a copy of **THIS PAGE** with signatures to complete your registration.

✓ Save a copy of the full Studio Policy at home for your reference.

MEDIA PERMISSION

PARENTS - mark a check for your level of media permission:

- ☐ **YES:** I give permission for the registered student's photo, performance video, or first name to be used on the studio website and studio related social media.
- ☐ **SOME:** ONLY photos & videos, but NO names.
- ☐ **NO:** don't use any photos, videos, or names of student.

STUDIO HEALTH GUIDELINES

☐ **YES - I have read & agree to the [Studio Health Guidelines](#) (page 4).**

And I understand that:

- Students who wish to attend in-person lessons must:
1) Wear an N95/KN95 mask, and 2) Be symptom free.
- Students with any symptoms or illness should stay home and have their lesson online.
- Heather may choose to switch from in-person lessons to online whenever necessary.
- All studio policies remain in effect equally for both online lessons and in-person lessons.

Parent's Signature

Date

By signing, you (PARENT) are stating that you have read, understand, and agree to all the terms of the Studio Policy and you have indicated your Media Permission and Health Guidelines agreement above. You also verify that the Student has read (or you have explained) and understands the Attendance Policies and the Student Expectations.

Student's Signature

Date

By signing, you (STUDENT) are stating that you have read and understand (or your parent has explained) the Studio Attendance Policies, and you agree to follow everything under the "Student is expected to" section.