

*Heather Rogers Riley*  
CLASSICAL PIANO STUDIO

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## 2025 - 2026 STUDIO POLICY: YOUTH

Please thoroughly review the Studio Policy to ensure a clear and up-to-date understanding of all the policies before the new term begins.

The Studio Policy outlines the essential rules and expectations that Heather has for each student that she instructs, and the terms are designed to create a professional, respectful, and well-organized environment for everyone.

The Policy is also an important component of the student's registration contract with the Studio. Honoring the Policy ensures smooth operations for the benefit of students, parents, and the teacher. While it's understood that unexpected situations may occasionally arise, Heather kindly requests your cooperation in upholding and respecting these standards. If there are ever any questions or you need clarification regarding the policy, she is always happy to talk.

In the event that the Studio Policy is not consistently upheld by a student or parent, Heather may need to reassess the student's continued participation, which could involve a pause or suspension of lessons. In such cases, any tuition or fees already paid will be non-refundable.

**Please submit a signed copy of the final page to confirm your agreement with this Policy.**

### REGISTRATION, TUITION & PAYMENT

There are two terms per year, and students register for each term separately:

**Full Term:** September-June

**Summer Term:** June-August

### **FULL TERM REGISTRATION**

Included: 32 lessons for the Full Term of 10 months.

**Tuition is calculated for the entire term, and 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.

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

### **FULL TERM TUITION:**

30 min. lesson\* = \$2,528 Full Term = \$252.80 / month x 10 installments

45 min. lesson = \$2,816 Full Term = \$281.60 / month x 10 installments

60 min. lesson = \$3,104 Full Term = \$310.40 / month x 10 installments

90 min. lesson = \$3,904 Full Term = \$390.40 / month x 10 installments

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

**ANNUAL REGISTRATION FEE: \$55 per student**, applied once per Full Term.

## FULL TERM TUITION PAYS FOR:

- 32 Private Lessons between September-June.
- An exclusive weekly lesson time, reserved for the term
- Studio Recitals
- Piano Performance Workshops, Masterclasses, or Group Lessons
- Parent-Student-Teacher Conferences
- Student Evaluations
- Lesson enhancements with technology

Tuition & Registration Fees also reflect: Heather's advanced professional experience, training and degrees; the amount of detailed preparation put into lesson plans; piano maintenance and studio expenses; recital fees; continuing education, research, and professional memberships which enhance Heather's level of teaching and provide local, national and international opportunities for her students.

## SUMMER TERM REGISTRATION

**Includes lessons from June-August.** 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:** \$79/lesson      **45 min:** \$88/lesson      **60 min:** \$97/lesson      **90 min:** \$122/lesson

Tuition is pro-rated using the individual lesson rate when adding extra lessons, joining mid-term, or changing lesson length mid-term.

## PAYMENT

**Monthly tuition is always due in full before or by the 1st of each month. NO exceptions.**

**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

Should a student choose to end lessons for any reason, the Studio requires written notice of withdrawal at least one month in advance. 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. Exceptions to this are solely at Heather's discretion.

## ATTENDANCE

Students are expected to maintain consistent lesson attendance.

Your tuition **reserves an exclusive weekly time** for you in Heather's 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. LIMIT: 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 / GENERAL HEALTH NOTICE:** Please respect Heather's health and the health of her family & other students.

✓ Read & follow all the [STUDIO HEALTH GUIDELINES](#) (see page 5).

✓ **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 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: ADVANCE NOTICE**, minimum 24 hours before. Videos submitted by the student in advance; instruction & video response created by Heather during the regular scheduled lesson time.
- 3) Swap with an alternate, available cancelled lesson spot. **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.** Practice is necessary for progress. Schedule time for it daily.
- ✓ **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 areas.
- ✓ **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 once 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) to help your child follow what the expectations and goals are.** Check in with your child during the week to ensure they are preparing assignments 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.
- ✓ **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 2025

Covid-19 virus transmission levels continue to fluctuate and surge throughout the year. Indoor small environments with close-contact require 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 members of the studio.**

## 1. **N95 or KN95 MASKS must be worn inside at all times.**

- ▶ Multiple public health organizations continue to recommended **wearing masks as one of the best ways to minimize contracting and spreading Covid-19, and other illnesses.** 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 7 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.

 **IMPORTANT! PLEASE FILL OUT AND SIGN THIS PAGE.**

 **SUBMIT A COMPLETED COPY OF THIS PAGE WHEN YOU REGISTER FOR FULL TERM.**

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

### Media Permission

**PARENTS - place a check 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 5).**

**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.

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*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.

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*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.