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Piano Studio Policy

Scheduling Lessons:

When scheduling lessons, we will pick one day and time per week to meet. Accommodations to this schedule are available upon request, but I highly recommend making lessons a weekly routine.

Absence:

If you are going to miss a lesson, I need to know at least two days in advance. This gives me time to reschedule other lessons or rehearsals. If you know far in advance when you are going to be gone, please let me know as soon as possible so your bill is accurate and/or we can get those lessons rescheduled. If cancellation is made within two days of the lesson, I cannot guarantee a refund for the missed lesson. I will let my students know when I am going to be gone at the beginning of each month or earlier in order to get those lessons rescheduled.

Sickness:

If a student is sick, I must be notified at least two hours before the lesson time that they will not be attending. The two-hour cancellation policy is reserved ONLY for sickness. If I am sick I will give the same courtesy of two hours notice and the students and/or parents/guardians will not be charged for that lesson. If a student is virtual, I give myself a little extra time to try and feel better before canceling lessons; virtual students will be notified within an hour if their lesson will be canceled due to my sickness.

Here are some guidelines to help you determine when it's safe to bring your child to lessons and when it's best to keep them home:

- If the student is running a fever, keep them home.
- If the student has experienced vomiting or diarrhea in the 24 hours before their lesson, keep them home.
- If the student has been advised by a doctor that they are contagious for a certain amount of time, do not bring them to lessons until the time is done.
- If the student did not go to school the day of their lesson, do not bring them to their lesson.
- If a student has a cough, runny nose, or sore throat but otherwise feels fine, they can come to lessons but may be required to wear a mask.

****Always contact me to let me know that your student is sick regardless of whether you think lessons will need to be canceled or not.****

Late/Missed Lessons:

If a student is late to a lesson I cannot make up the time that they missed (for example, if a lesson is scheduled to start at 3 pm and a student does not arrive until 3:10, they miss out on those ten minutes). Payment will still be expected for that time. If a lesson is missed altogether, I will still expect payment for that time slot, excluding emergencies.

Lesson Lengths:

Lessons will generally be half an hour, however, more advanced students can opt for forty-five minutes or an hour. Younger students can have fifteen-minute lessons if deemed necessary by the teacher. All students will begin with half-hour lessons, and I may recommend later to shorten or lengthen lesson times (this recommendation is by no means a requirement).

Payments:

Lessons are \$50 per hour, usually \$25 per half hour. Payments are due at the first lesson of each month and will cover the costs of one lesson per week per student for the month. Families will receive an invoice for the coming month at the end of each month. Payments must be made before lessons can be completed; accommodations can be made on a case by case basis. Late payments will result in a \$5 fee at the end of the month. Other costs such as books can also be added to monthly bills for convenience.

I take payments as cash, checks, Zelle, or on Venmo. I have no preference so it is whatever is most convenient for the students/parents/guardians.

Virtual Lessons:

Virtual lessons are a great option in case of sickness, quarantine, or distance. Students taking virtual lessons will fall into one of three categories:

1. Temporary: students who are temporarily virtual (sickness, quarantine, weather, etc.) are students who are usually in person and are virtual due to certain circumstances. For students who are temporarily virtual, I will need a photo(s) of their practice journal. I may also need photos of repertoire, depending on the situation.
2. Hybrid: students are considered hybrid if they take lessons with me alternately virtual and in person. Students may choose to do hybrid lessons if distance is a factor in their learning. Hybrid students may need to send me photos of their practice journal.

3. Distanced learning: students are considered distanced learners if they are completely virtual with me. Students may choose to do distance learning if distance or schedule constraints require it. These students will not need to send me photos of their practice journals or repertoire.

Repertoire:

Students/parents will be responsible for providing the lesson materials. If students have had a teacher before me and would like to use the same course, that's perfectly fine! If a student needs new books or music, the student/parent/guardians will pay for those. In my lessons, I like to use the Piano Adventures series by Nancy and Randall Faber. I will determine what level of the series each student needs. If a student comes to me with no prior experience, I will have them start with this series right away. I will provide books and have parents reimburse me for them. From that point on the student will have their own set of books that can be used for practice at home and must be brought to each lesson!

I often supplement methods books with music from my own library. I let students borrow music and other learning materials for free, however, if the materials come back to me wrecked or not at all, payment will be expected for those materials. Any materials lent to students that are expected to be returned will have the Moltzan Music Studio stamp on the first page of the book.

Practice:

Depending on the age and level of the student, I will recommend a certain amount of practice time each week (for beginners, this is generally about 10 minutes per day). The younger the student, the more important parent involvement in practice is! I can also write a tailored practice schedule for students upon request.

Practice Journaling:

I like to start the habit of practice journaling as soon as I can with my students. Students will be asked to provide a notebook in which their assignments can be written. Once a student is ready, I will give them a separate practice journal in which they'll plan and reflect on their practices. These guided practice journals are designed to encourage students to take responsibility in their own practice as well as develop healthy practice habits and attitude.

The undersigned confirm that they have carefully read the above policies, have had their questions regarding these policies answered, and agree to the terms stated above.

Student's name(s): _____

Parent signature (if student is under 18): _____

Teacher signature: _____

Date of signatures: ____/____/20____