

Charles Wolf Studio

— Policy and Forms Brochure, 2019 —

Welcome to my Studio Policy and Forms Brochure! I am excited to be working with you and/or your students. Over the past eleven years of teaching, I have developed the following policies to enhance and optimize the learning experience for all of my students and to provide a reference guide to answer the most frequently asked questions.

Lesson Location

All lessons are held in my private home studio located at (1222 Donaldson Ct., Cary, NC 27511 —End unit on the right-hand side when entering the court). Student parking is located directly across Donaldson Dr. in the guest parking lot by the pool at any of the unmarked spots.

Lesson Materials

Students must bring all assigned lesson books, theory workbooks, worksheets, practice logs, and a notebook (8 1/2 by 11 or a composition book) for the Instructor's notes and assignments for the week.

Please bring any materials from a former lesson teacher, if applicable, to the student's first lesson.

Punctuality

In order to maximize student learning and success, arriving on time to lessons is essential. If a student arrives early, please wait quietly until the lesson time. If the student is late, only the remaining scheduled time in the lesson/session will be given.

Student Success Enhancement

If you are the parent or guardian of a student taking any lessons with the Studio, please check their lesson notebook weekly to review their assignments, homework and pieces (if applicable) for that week, which they must practice.

Parents and guardians of piano/guitar students are strongly encouraged to attend each lesson with their student as parent/guardian interaction during the learning process, and especially throughout the week between lessons, heightens student success.

Parents and guardians are also strongly encouraged to take piano/guitar lessons themselves in order to provide excellent help and support to their students throughout the week.

Time Commitment

Piano, guitar, music theory, and music composition lessons, like any other extra-curricular activity such as sports or dance, require a certain amount of time commitment beyond the lesson itself.

All piano and guitar students are strongly encouraged to practice five of the seven days each week, ranging from fifteen to forty-five minutes (as determined by instructor). This practice time will be vital to student advancement in this activity.

Please be aware that students' personal commitment to piano and/or guitar lessons, especially younger students, may change throughout the course of the lessons. This is normal as learning an instrument is a challenging but very rewarding task, similar to learning any other skill.

Parents and guardians should take an active role regarding student practice motivation to get the best results.

Winter Recital

A recital will occur once per year in December. All students are expected to prepare and participate in this recital as it is an important part of the learning process. This includes not only preparation of a piece, but appropriate stage decorum, proper concert dress, and appropriate audience attention and response. The Instructor will distribute further information before the recital occurs. In order to cover the cost of providing an excellent recital venue, an appropriate recital fee will be charged per student if applicable.

Cancellation Policy

Please read the following carefully— this applies to all lesson students.

Although Charles Wolf Studio does not offer make-up lessons/rescheduling for student cancellations, the Instructor does provide the final lesson in a month with five weeks free of charge, as an extra bonus lesson. Generally, any student cancellations will be offset by these bonus lessons, which occur an average of 5-6 times per year.

In the rare event of the Instructor cancelling a lesson **for any reason** with a student, one of the following will happen: the student's lesson will be rescheduled to a mutually agreed-upon time and day, **or** extra time will be added to the end of the subsequent lessons equal to the time of the missed lesson, **or** the Instructor will refund payment equal to the amount of the missed lesson.

Exception to the above: if a lesson falls on one of the following major Holidays, the lesson may then be rescheduled to a mutually agreed-upon time and day: Christmas, New Years, Fourth of July, and Thanksgiving.

Lesson Tuition

Payment for piano, guitar, theory or music composition lessons will be due at the first lesson of the first week of each month according to the following rates. Each month's payment covers the cost of four lessons. In the event of a five-week month, the fifth day will be considered as a makeup lesson for the Instructor (see the Cancellation Policy above) or as a free bonus lesson. Beginning adult students are strongly encouraged to take 45 minute lessons for best progress results.

Tuition Rates Per Student

By Month (4 lessons)

30 Minute Lessons — \$100

45 Minute Lessons — \$140

Hour Lessons — \$180

A multi-student discount is available to families with three or more students. Tuition payment may be made with cash or check. Checks must be made payable to **Charles Wolf**. Please note that in the event of a returned check, a \$35 fee will be added to the tuition amount. Tuition must be paid in full within 48 hours of the first lesson of the first week of the month. A fee of \$5 per day will be applied to all late payments beyond the acceptable 48-hour period. Continuous late payments will result in expulsion from the Studio.

Summer Lessons

All students are expected to continue lessons during the summer months. If a student does not wish to continue through the summer months, or 'sit out' a month, they must continue to pay for lessons to hold their place in the Studio; otherwise they will be moved to the bottom of the waitlist and be considered new students if they desire to continue at a later time.

As the Studio constitutes my primary income, I cannot afford to keep empty time slots. Empty slots will be given to the next students on the waitlist, and there is no guarantee that the studio will not be full when your student returns.

Instructor Contact Information

Email: charleswolfstudio@yahoo.com

Phone – call/text: 209-482-1008

Website: charleswolfstudio.com

Address: 1222 Donaldson Dr. Cary, NC 27511

Please note that this policy brochure is subject to change at the discretion of the Instructor, and students will be promptly notified of any changes.

Charles Wolf Studio Registration Form

Student's Name: _____

Age: _____ Birthday: _____

Additional Student's Name: _____

Age: _____ Birthday: _____

Additional Student's Name: _____

Age: _____ Birthday: _____

Parent's or Guardian's Name

(if applicable): _____

Address: _____

Work#: _____ Cell#: _____ Can you receive texts? _____

Email: _____

Please continue on the back if necessary with information regarding additional students beyond three.

List two emergency contacts:

Name _____ Number _____

Name _____ Number _____

Please list any allergies or pertinent health information _____

Charles Wolf Studio Policy Acknowledgment Form

Please read and consider the above policies, terms and conditions. The following signature acknowledges full and voluntary understanding and adherence to the above terms during the course of participation with Charles Wolf Studio.

Student, Parent or Guardian (for students who are minors):

Signature _____

Print Name _____

Date _____

Please bring filled-out copies of the **Registration** and **Policy Acknowledgement** Forms with you to the first lesson/session.