



STUDIO POLICY

The following shall constitute an agreement between me (Dwight Gingrich) and the undersigned parent and/or student for piano lessons, valid through the end of lessons or until the policy is updated.

Student Qualifications

Children must be at least 5 years of age and learning how to read. Teens and adults of all ages are most welcome. I will not accept any students whose musical needs and interests I feel unqualified or unable to help. Advanced students will want a more advanced teacher.

Fees

➤ Regular lesson rates:

- \$22 per 30 minute lesson
- \$35 per 50 minute lesson

Students must pay for a *minimum* of 4 lessons each month:

- *If my schedule interferes* with one of those lesson times, we will schedule a make-up lesson, if you wish, either on another day during the same week, or as an “extra” lesson another week.
- *If your schedule interferes* with one of the lessons, **please notify me of the lesson cancellation at least 48 hours prior to lesson time**, so we can attempt to schedule a make-up lesson, either on another day during the same week, or as an “extra” lesson another week. **If less than 48 hours’ notice is given, then I am under no obligation to offer a make-up lesson.**
- *Canceled lessons will not count as credit toward the following month’s tuition.*

➤ Included:

- A free initial interview
- Access to studio lending library of audio CDs and books

➤ Additional fees:

- Books - An average beginner may pay about \$40 to \$50 for books per school year; intermediate students may pay more for additional music books.
- Travel fees will be added for lessons in students’ homes.
- Term recitals (optional): about \$10 fee per participating student
- Royal American Conservatory of Music exams (optional): varies per exam

➤ Discounts:

- \$2.00 off each lesson scheduled on a school day between 8:00 a.m. and 3:00 p.m. (In-home lessons do not qualify, since they require travel time between sessions.)
- \$3.00 off each lesson for multiple students from the same immediate family.
- Note: multiple discounts may be claimed for the same lesson, to a maximum discount of \$5.00 per lesson.
- **One free lesson for each new student you recruit.** (Valid after the new recruit has paid for at least one lesson.)

Payment Methods

Cash, check, Zelle, or PayPal.

➤ Checks:

- Checks must be made out to “Dwight Gingrich.”
- After the first returned or “bounced” check, payment may only be accepted by other means, such as cash, certified check, or money order.

➤ Zelle or PayPal:

- Send to my phone number: 646-284-8063.
- I prefer Zelle, since PayPal charges me a fee to receive payments, but either method works fine.

Payment Schedule

Lessons are paid for in advance, one month at a time, with **payment due at the last lesson of each month**. Late payment makes you eligible for a late fee of \$5.

Lesson Scheduling

Each student will receive one lesson per week, at the same time each week:

- Lesson times are scheduled at the mutual agreement of teacher and student, subject to availability of open lesson times.
- No lessons will be scheduled for Sundays.

Holidays

Piano lessons *will* be given on school holidays unless otherwise specified. However, I usually take a week off sometime over Christmas and several other short vacations throughout the year. I will notify you of these in advance and offer make-up lessons to replace those missed during my absence. Any vacations taken will not free either you or me from any other commitments of this policy.

Summer Lessons

Students are encouraged to continue lessons as desired through the summer.

Discontinued Lessons

- Please give me two weeks’ notice if you need to discontinue lessons for any reason. This gives me two weeks to find another student to fill the spot you vacate. (After you notify me of your plans to quit lessons, I will not refund any payments already given for the next two lessons, even if you should choose not to take those two lessons.)
- I may discontinue lessons immediately with any student who persists in damaging property, using profanity, disobeying instructions, or engaging in any other misbehavior on studio property. This applies before, during, or after lessons. Behavior of family members in waiting areas will also be considered. (I will refund pre-paid lessons, if applicable.)
- Since I am the only teacher with Gingrich Piano Studio, lessons may end immediately should I experience a personal, medical, or legal emergency. In that event, all lessons not yet given that have already been paid for will be fully refunded, and students will be responsible to seek another teacher as desired.

At Your Lesson

- Punctuality: Please be on time. Additional time and/or refunds will not be given to late students, nor to students who come early, find me absent, then leave before the lesson time arrives.
- Parking: Please park on the street or in the driveway immediately in front of the studio. Please do not block others in the driveway.
- Arrival: *Always knock or ring the doorbell.* If door is unlocked, you may step inside the studio door. If early, please take a seat in waiting area or on the deck. Enjoy a magazine or children’s book from the table while you wait. *Please do not enter the teaching space without permission. Thank you.*
- Jackets and shoes: Wipe shoes on the mats and then leave them on, if they are clean. Hang jackets on a chair in either the waiting or teaching areas.

- Food and drink: Food and drink may be enjoyed in the waiting area, as long as it does not distract students being taught and if no mess is left behind. Students must wash hands if they eat before the lesson. No food or drink may be brought into the teaching space.
- Waiting parents: Unless specially arranged otherwise, parents will not be in the teaching space during lessons. The entire lesson will be audible from the waiting area, thus balancing privacy with transparency.
- Restroom use: Students and parents may use the restroom at any time. It is located on the other side of the curtain, straight ahead. Be sure to wash thoroughly with soap before returning to the piano.
- Departure: Lessons will end promptly unless both teacher and student are having too much fun! (Parents, please be ready to receive your child *immediately* at the end of the lesson. In the unlikely event a child is left waiting for a parent at the end of a lesson, I may charge a \$5 fee for each 5 minutes the parent is absent, up to \$35 per hour. Remember, another student may be waiting for a lesson immediately after yours! I cannot offer childcare and teach at the same time.)
- After departure: Parents bear all responsibility for their children as soon as they leave the building.

Teacher-Student Interaction

The teacher-student relationship often becomes a friendship but always remains professional. I normally stand or sit beside the piano while students sit on the piano bench. When playing duets, separate seats will be used for teacher and student. At some lessons, touches to hands, arms, shoulders, or knees may be necessary for instructional purposes. These touches will be kept professional in nature at all times.

Lending Library

Students may ask to borrow books or CDs from the studio library. All borrowed items are expected to be returned within one month, or lessons may be discontinued.

Practice

Piano playing is a *physical and mental skill*, not just a *knowledge*. Therefore, you must practice regularly if you are going to become an accomplished musician. **I expect home practice/study on at least 5 days each week**, giving yourself one or two “holidays” each week to keep you motivated. **Young beginners should practice at least 15 minutes each day, youth and adults beginners at least 20 minutes each day, intermediate students at least 30 minutes each day, and late intermediate or advanced students at least an hour each day.** These are minimums. While no two students learn at the same rate, no student learns well without practicing, no matter how brilliant the teacher. Practice often, practice in short “spurts,” practice while alert, practice for fun, practice as if on stage. *Students who consistently and persistently fail to practice or prepare required work may be asked to quit lessons until a future time.*

Piano

Every student should have a traditional acoustic piano or a “digital piano” that is touch-sensitive with weighted keys. A small touch-sensitive “keyboard” may be useable for the first several months of a student’s lessons, but not for long. (You may ask me for advice if you are unsure of how to buy a piano.)

Parents

Parents play a crucial role in developing their children’s musical skills.

- *Parents are expected to help children develop practice routines and to encourage them without nagging.* (Simple rewards are usually most effective with all ages: praising a specific practice performance, mentioning “Jayla’s” lessons to others in her hearing, sitting down to carefully listen to her play, requesting one of her favorite pieces, asking her questions, giving her space, attending a concert together, taking time for music yourself, etc.)
- *Parents are urged to communicate their expectations clearly and freely with me, but are expected to leave the final pedagogical and repertoire choices to me.* If you are unhappy for any reason with your child’s lesson experience, please let me know, and I will do my best to adapt learning activities to meet your needs and desires. While I cannot be all things to all people, I am here to serve you from my areas of expertise.

Recitals and Examinations

- Students will be encouraged to participate in an annual spring recital to celebrate their musical

achievements. Details will be announced closer to each event.

- Intermediate students will also be encouraged to prepare for National Music Certificate Program examinations, which are recognized internationally.
- All recitals and examinations are optional and will involve extra fees.

Contact Me

- By phone: 646-284-8063 – Any time between 8:00am and 8:00pm (thank you for avoiding Sunday calls when possible)
- By email: gingrichpiano@yahoo.com

Amendments to Policy

- Current students will be informed in writing of any amendments to this policy at least 2 weeks prior to the effective date of the amendments. This notification shall be considered valid and binding upon both parties.
- If you did not receive this policy directly from me (Dwight Gingrich), please contact me for an updated, legally binding version.
- If any parts of this policy are found invalid legally, the remainder of the policy remains in full force.
- Dates of amendments are as follows:
 - August 28, 2006 (original)
 - August 15, 2007
 - August 23, 2008
 - August 5, 2009
 - September 13, 2016
 - March 28, 2017
 - August 4, 2017
 - June 19, 2018
 - July 1, 2020

Signature of Student / Legal Guardian

By signing here, I indicate that I accept the provisions of the preceding policy as valid and legally binding and agree to abide by them.

Signature of student (or of parent of student under 18 years of age) _____
Date

Printed name of student: _____
First name, last name

Printed name of guardian: _____
(If applicable) First name, last name

Born (if under 18 years of age): _____
Month – Day – Year

Mailing address: _____

Phone number: _____ Alternate phone: _____

E-mail address: _____

Please complete the form on the following page and return it to Dwight Gingrich. Keep the above pages for your records. Thank you!

Signature of Student / Legal Guardian

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Date

Printed name of student: _____
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