

DR. STEPHEN LEWIS @ CHOPINOIS MUSIC

14418 SE Ellis St, Portland, OR 97236 • (503) 806-1889

chopinois@gmail.com • www.chopinois.com

STUDIO LESSONS POLICY AGREEMENT 2023-2024

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Welcome! Please read all of this information carefully and fill out the questionnaire at the end. **Your signature is required on page 6.** I look forward to working with you!

MISSION

My mission is to nurture healthy creativity, foster excellence, and instill broad and deep musical knowledge through teaching piano and composition to my students. I treat each student as a unique person with various talents and growth areas and see myself as a guide helping them along their own journey, no matter their age or previous ability level. My ideal outcome is for my students to become confident, curious, creative, and well-rounded musicians.

STUDENT RESPONSIBILITIES

- Commit to a weekly lesson day and time for each term.
- Practice or compose 5-6 days per week at minimum.
- Practice or compose a minimum of 30 minutes a day for beginning students, 45 minutes a day for intermediate students, and 60 minutes a day for advanced students. This can be done in one sitting or broken up into multiple sessions a day.
- When assigned, complete any enrichment work such as listening to specific pieces, read articles or books, etc.
- Bring all sheet music, notebooks, sketches, and/or computers necessary to lessons.
- Maintain good piano hygiene: well-washed hands and fingernails cut short.
- Maintain an open, curious, positive attitude that includes being willing to push yourself out of your comfort zone.

TEACHER RESPONSIBILITIES

- Devote a weekly lesson day and time to each of my students.
- Outside of lesson times, assess my students' progress towards their goals and plan for their future learning.
- Communicate clearly and in a timely manner with students or their families.
- Administer the financial and logistical aspects of running my studio.
- Provide feedback to my students each week (and to their parents at regular intervals, if applicable).
- Further my own learning and improvement in teaching methods, strategies, and repertoire through professional organization activities, my own research, and the maintenance of my own performing and composing career.

STUDENT'S PIANO

- Students must have a piano (grand or upright) or a high-quality 88-key weighted electronic keyboard with a full set of pedals (there should be three), in tune and in good working order.
- Students who have excellent, beautiful instruments thrive in their studies. There is no substitute for a well-built and well-maintained piano. Students should try to obtain the highest-quality instrument they can afford and fit into their home.
- Pianos in the home **MUST** be tuned at least 2 times per year, with four seasonal tunings ideal.
- **If you are interested in purchasing a piano or upgrading to a nicer instrument, please ask me for advice!**
- Students must have a bench of the proper height, ideally an adjustable one to keep up with growth
- Young students must have a pedal extender so they can sit at the proper height with good hand position and posture and also use the pedals without stretching their legs. Ask me for recommendations.

******IMPORTANT: Parents should do their best to put the piano in a room that is not also used by other people when the student needs to be practicing. Protect the student's space and time for practicing and they will practice more and better!******

OTHER EQUIPMENT

For your own practice time, you need:

- All the sheet music you or your child is working on
- Your lesson notebooks (see below)
- A metronome (electronic, with a mute option, is best)
- A sharpened pencil (or a mechanical pencil with lead) with an eraser

For every lesson, you need:

- All the sheet music from which you or your child are learning
- A standard ruled notebook for scales, arpeggios, and theory information
- A notebook of music paper
- A sharpened pencil (or a mechanical pencil with lead) with an eraser

LESSON YEAR AND TERMS

My studio runs year-round from September to August (henceforth the “lesson year”), with lessons organized into three terms (Fall, Spring, and Summer) through the year.

Fall and Spring Terms

Fall Term: 18 weeks, September to mid-January

Spring Term: 18 weeks, February to June

Each term, we will agree upon a regular weekly lesson time to be maintained for the duration of the term. The lesson can be held in two ways:

- at my in-home studio at 14418 SE Ellis St, Portland, OR 97236 near Powell Butte Nature Park
- virtually via Zoom or Skype

I teach lessons that are 60, 75, or 90 minutes long. I do not teach 45-minute or 30-minute lessons. The duration of our weekly lesson will be agreed upon each term and maintained for the duration of the term.

Summer Term

Summer Term is typically 8 weeks, and generally runs from late June to August. As a consideration for students' higher frequency of travel and likelihood of other personal plans during the summer season, two commitment schemes are available for Summer Term.

Option 1: Commit to the entire term with its full number of lessons just like any regular term.

Option 2 (Partial Summer Term): Commit to a partial term with a specific number of lessons. The specific days and times of the lessons *must be agreed upon before the term begins*.

TUITION AND PAYMENT

Two payment schemes are available for each term:

Option 1 (Whole Payment): Payment for the entire term is due at the beginning of that term. Please refer to the

Tuition and Payment Schedule for payment due dates. The tuition invoice will be sent to you before payment is due.

Option 2 (Monthly Installment): The full term tuition is due in equal monthly installments over the course of the term. There are 5 equal payments for Fall Term and Spring Terms, and 2 equal payments for Summer Term. Please refer to the Tuition and Payment Schedule for payment due dates. In all cases, after the first payment, each payment is due on the 1st of each subsequent month of the term. Invoices for each installment will be sent to you before the 1st of each month.

A complete list of payment deadlines for both payment schemes are announced annually in the Tuition and Payment Schedule issued before the start of the lesson year. There will be a rate increase each year to match inflation and other circumstances as they may happen.

I accept payments via Venmo, Zelle, check, or cash.

*****Please make checks out to “Stephen Lewis”.*****

CHOPINOIS MUSIC STUDIO RULES

- Shoes must be removed at the door.
- All students must wash their hands before playing.
- Depending on the state of COVID or other public health scenarios, students may be required to wear masks.
- Children who need adult supervision must not be left in my waiting area without their parents while I am teaching their siblings.
- The presence of parents/siblings in my waiting area may inadvertently be disruptive to the student during their lesson. In these circumstances, I reserve the right to ask parents/siblings to wait outside or in their cars.

STUDENT PUNCTUALITY

Please be ready to go at the beginning of your scheduled lesson time. If you are early, you may come in and sit quietly until the previous student is done. In cases when students are dropped off by their parents for the lesson, *parents must pick them up promptly as scheduled.*

IMPORTANT: Your lesson slot begins and ends at the scheduled times. **If you are late, that does not mean you get extra time at the end.**

Please text or call to inform me if you are running late. My phone (503.806.1889) is always on “silent” when I’m teaching, but if I see that a student is not here when they should be, I check my voicemail or my text messages for updates.

STUDENT CANCELLATION/MAKE-UP POLICY

There are no refunds for when a student misses or cancels a lesson. Like a class you have enrolled in for a term, tuition is due for the entire term regardless of whether you show up to every class.

If you cannot get to your usual lesson, but still want to make it up, I offer two options:

Cancellation Contingency #1: Virtual lessons

I am set up to teach lessons via Zoom, Skype, or Facetime. Switching to a remote lesson is an easy solution for

times when a student is otherwise available for a lesson at their normal day and time, but cannot, for some reason, physically travel to my house. This is an easy change for me to make. Please feel free to make this change and inform me of it even if it is at the last minute.

Cancellation Contingency #2: Make-up Days

There are two designated Make-up Days at the end of each term (see Studio Calendar for dates). Each student is allowed **ONE** make-up lesson per term. Under no circumstances will a student be allowed more than one make-up lesson in any given term. **It is your responsibility to schedule make-up lessons with me.** *I encourage you to schedule a make-up lesson as soon as you know that you need one.* There are finite lesson slots available on the Make-up Days, and they are assigned on a first-come, first-served basis.

If there is especially high demand for make-up lessons in any given term, some of the make-up lessons may be held as group lessons at my discretion.

IMPORTANT: If a student schedules a make-up lesson and then misses or cancels it, no further make-up opportunity will be available.

TEACHER CANCELLATION/RESCHEDULING POLICY

If I need to cancel a lesson for reasons such as professional development, rehearsals, concerts, or non-emergency familial obligations, I will either reschedule the lesson or issue a refund for the missed lesson. I will give you as much advance notice as possible of the cancellation or rescheduling.

Teacher Sick Days/Emergencies

The tuition for each term provides for up to one lesson missed or cancelled in the term by the teacher due to teacher's **illness, emergency, or other critical exigency** (henceforth "Teacher Sick Day"). There will be no refund, make-up, or rescheduling for a Teacher Sick Day. In the event of my needing to take a Teacher Sick Day, I will notify you as soon as possible.

It is a priority of mine to keep cancellations and misses on my part to zero. I will only invoke a Teacher Sick Day under circumstances of extreme need.

If more than one lesson is cancelled by the teacher for illness or exigency in any given term (e.g., in cases of prolonged illness), a refund, make-up credit, or opportunity for rescheduling will be extended to the student for the second and any subsequent cancellations.

This policy provides for *no more than two* Teacher Sick Days for any given student in any given lesson year. Once this threshold has been reached, all subsequent Teacher Sick Days in the lesson year will be subject to refund, make-up, or rescheduling even if they are the first in a lesson term.

TERM COMMITMENTS FOR CONTINUING STUDENTS

To continue lessons from term to term, please e-mail me by the Term Commitment Deadline (usually around 2 weeks before the term begins, refer to the Studio Calendar for specific dates) to formally commit to the tuition and payment schedule for the term. Please title your e-mail "_____ Term Commitment" and type the following message into the body of the e-mail with the blanks filled in appropriately (I will also e-mail out the following texts in advance of each Term Commitment Deadline for your convenience):

FOR ADULT STUDENTS:

I, _____ (your full name) _____, commit to weekly ____-minute lessons for the full _____ Term of 20____. I agree to pay the full tuition for the term regardless of missed lessons or cancellations. I will make payments on the _____ (Whole Payment or Installment) _____ scheme. By sending this email, I indicate my acceptance of the terms of the Studio Lessons Policy Agreement and that I have received and read the Studio Calendar and Tuition and Payment Schedule for the lesson year.

FOR PARENTS OF STUDENTS:

I, _____ (your full name) _____, commit to weekly ____-minute lessons for _____ (the student's full name) _____ for the full _____ Term of 20____. I agree to pay the full tuition for the term regardless of missed lessons or cancellations. I will make payments on the _____ (Whole Payment or Installment) _____ scheme. By sending this email, I indicate my acceptance of the terms of the Studio Lessons Policy Agreement and that I have received and read the Studio Calendar and Tuition and Payment Schedule for the lesson year.

TERMINATION OF LESSONS

To discontinue lessons after the end of a term, formal notice in writing is required by the Term Commitment Deadline near the end of that term.

If you need to terminate lessons in the middle of a term, we may cease lessons immediately, but full tuition payment for the term would still be expected, and I will send a final invoice for any outstanding tuition not yet paid.

I reserve the right to terminate lessons at any time. If I terminate lessons, I will give you formal notice in writing, effective immediately, and I will issue a refund for any lesson weeks in the term that have not yet occurred. Any outstanding payment for lesson weeks that have occurred will still be due.

REPAIRS & MAINTENANCE

For piano tuning and repair, I recommend contacting Sterling Piano Tuning, the company that keeps my Petrof grand in good shape (<http://www.sterlingpianotuning.com/>). For electronic keyboards, you will need to contact the manufacturer directly for any repairs. If you purchase an electronic keyboard, please keep all warranty information handy!

REFERRAL BONUSES

I always appreciate referrals to new students. When your referral commits to a full term of lessons, I will credit you a free 30-minutes-worth of a lesson. Thanks!

POLICY AGREEMENT SIGNATURE

By signing below, you agree to abide by the studio policies and tuition and payment structure outlined in this document. You also agree that this Policy Agreement may be electronically signed and that the electronic signatures appearing on this Policy Agreement are the same as handwritten signatures.

X _____ Date _____
(Student)

X _____ Date _____
(Parent)

ANNUAL QUESTIONNAIRE

It's important that I have up-to-date contact info for everyone. Please fill this out and return via email or bring it to your first (or next) lesson.

Student's name:

Parent(s) or guardian(s), if under 18:

E-mail address:

Address:

Best phone number to call during the day:

evening:

Mobile number:

Do you have plans to purchase a new instrument (piano or keyboard) in the next year? (This helps me to monitor the student's readiness, and to keep parents informed if I hear of anyone selling a used instrument.)

Other activities in which the student is involved:

Is this student interested in performing in occasional chamber music opportunities, with vocalists, instrumentalists, or other pianists?

If in school, is there a band, orchestra, or choir at the student's school, and if so, does he/she participate in it?

2023-2024 STUDIO CALENDAR

Year at a Glance

Fall 2023:	September 3 – January 18, 2024 Winter Break – December 22-Jan 6, 2024 Recital date: Saturday, January 13, 2024	18 lesson weeks
Spring 2024:	January 28 – June 6 Spring Break – March 24-March 30 Recital date: Saturday, June 1	18 lesson weeks
Summer 2024:	June 23 – August 15 Recital date: Saturday, August 12*	8 lesson weeks
	*Summer Recital will occur depending on student availability	
Total weeks in the lesson year:	44 weeks	

Detailed Calendar by Term

FALL 2023

August 18	Fall Term Commitment Deadline
September 3 (Sunday)	First day of lessons
November 23 (Thursday)	NO LESSONS—THANKSGIVING
December 22-January 6	NO LESSONS—WINTER BREAK
January 13 (Saturday)	FALL STUDIO RECITAL 2 PM
January 18 (Thursday)	Last day of lessons
January 19-20	Make-up Days
January 21-27	In-service week, NO LESSONS
January 8	Winter Term Commitment Deadline

SPRING 2024

January 28 (Sunday)	First day of lessons
March 24-30	Spring Break (no lessons)
May 27 (Monday)	IMPORTANT: Lessons take place as scheduled on Memorial Day
June 1 (Saturday)	SPRING STUDIO RECITAL
June 2	Summer Term Commitment Deadline
June 6	Last day of lessons
June 7-8 (Friday and Saturday)	Make-up Days

SUMMER 2024 (dates subject to revision)

June 23 (Sunday)	First day of lessons (tentative start date, updates TBA)
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August 15	Last day of lessons
August 16	Make-up Day

2023-2024 TUITION AND PAYMENT SCHEDULE*

Please note: The monthly installment amounts are based on 18 lessons evenly divided over 5 months. Because of this, the actual amount of the tuition charged in the Summer Term may be different than the normal rate during the Fall and Spring Terms due to students taking a different number of lessons divided over 2 months instead of 5 months.

	<u>Whole Term</u>	<u>Installments</u>		
Fall 2023 Tuition (18 weeks):			Fall 2021 Payment Due Dates:	
60-minute:	\$1750	\$350	September 1	Whole Term / 1st installment
75-minute:	\$2187.50	\$437.50	October 1	2nd installment
90-minute:	\$2625	\$525	November 1	3rd installment
			December 1	4th installment
			January 1	5th installment
Spring 2024 Tuition (18 weeks):			Spring 2022 Payment Due Dates:	
60-minute:	\$1750	\$350	February 1	Whole Term / 1st installment
75-minute:	\$2187.50	\$437.50	March 1	2nd installment
90-minute:	\$2625	\$525	April 1	3rd installment
			May 1	4th installment
			June 1	5th installment
Summer 2023 Tuition:			Summer 2022 Payment Due Dates:	
60-minute:	TBD	TBD	July 1	Whole Term / 1st installment
75-minute:			August 1	2nd installment
90-minute:				

*In the event of student starting partway through a term, I will adjust the full or monthly amounts according to how many lessons would be left in the term.

**45-minute lessons are restricted to either young beginning children or adults with limited time in their schedules.