

Great Falls Music Studio

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Website: www.greatfallsmusicstudio.com

Online Scheduler: gfms.acuityscheduling.com

Expectations for Students

- Study all assigned work before each class. Great Falls Music Studio (GFMS) utilizes a grading system and events to ensure progress for students. Good practice habits will result in a respectable practice grade and a superior result at events.
- Bring assignment notebook and all other books and materials to every lesson. If any materials are forgotten, each missing item will result in a 1-point deduction on the lesson grade.
- Focus during lessons. The lesson grade depends on it. Please let me know if there are any physical or psychological issues before starting lessons.
- Communicate likes and dislikes. Communication is important in many aspects of life including piano lessons.

Expectations for Guardians

- There must be a piano (acoustic is preferred) at the home. It is essential that it is in tune and in working order. Contact John Schaldach (schaldach.piano.service@gmail.com) for tuning and repairs.
- Pencils, books, assignment notebook, and metronome (if necessary) need to be near the piano.
- Provide a nice work environment to help the student succeed.
- Noise level should be kept at a minimum during practice. This helps the student focus better during practice and also emulates the environment of a performance.

Requirements for Students

- Attend the GFMS Annual Recital in May.
- Participate in at least one online performance class before each event.

Payment Information

- New students owe tuition for the current month and all fees before the first lesson.
- Continuing students owe tuition for next month's lessons at the last lesson of each month.
- Credit cards are accepted through PayPal. Checks and cash are accepted at the lesson. Checks may be mailed to the studio.
- Payment after the 7th of the month is considered late and will be charged a \$30 late fee.
- All payments are nonrefundable.

Rate Information

School Session: September 1st – May 31st

Payment for four lessons is required each month.

30 minute lesson - \$180/month

Ages 6 – Adult, Beginner to Early Intermediate Level
Practice time average is about 20 minutes daily

45 minute lesson - \$260/month

Ages 8 – Adult, Early Intermediate to Advanced Level
Practice time average is about 40 minutes daily

60 minute lesson - \$340/month

Ages 10 – Adult, Intermediate to Advanced Level
Practice time average is about 60 minutes daily

Fee Information

- Book Fee – includes the cost of curriculum materials.
 - The Book Fee is determined by the teacher based on the current materials the student possesses and the potential need for new materials for the following school year.
 - The Beginner Book Fee covers an assignment notebook, method books, and other materials.
 - The Intermediate Book Fee covers an assignment notebook, classical compositions, jazz or contemporary compositions, a technique book, scale book, theory book, and other materials.
 - The Advanced Book Fee covers an assignment notebook, multiple compilations of specific composers, a technique book, scale book, theory book, and other materials.
 - The Booster Book Fee prices are for those who will be continuing in books from the previous year, but may need a few other materials.
- Event Fee - includes the cost of events, performance classes, GFMS Annual Recital, and specific materials necessary for chosen events during the school session.
 - Online performance classes are required and will be assigned using the scheduler.
 - New students must decide the number of events before the first school session lesson.
 - Events may be added at a later date at the teacher's discretion.
 - Jazz Festival participants are required to take a minimum of eight lessons over the summer.
 - Please see the Event Information document for more information.
- Decisions are required by June 1st and payment for both fees is expected on or before that date to reserve a slot for the next school session.
- Payment with PayPal will be invoiced when paperwork is received.
- All fees are nonrefundable.

Scheduling

- The School Session is from September 1st to May 31st. There is a minimum of four lessons per month.
 - There are three units during the school year. Fall unit: September, October, and November. Winter unit: December, January, and February. Spring unit: March, April, and May.
 - Each unit will be scheduled approximately one month in advance through the online scheduler.
 - Preferred time slots will be filled first. If a preferred lesson time occurs on a date or time that the studio is closed, a different lesson date and/or time will be sent.
 - Reschedule lessons using the online scheduler at least an hour in advance. Missed lessons are forfeited and no refunds or credits given.
 - School Session lessons expire on May 31st. No school session lessons will be given after this date.
- A lesson in April will be dedicated to discussing the contract for the following school year. This lesson will appear as a “Contract Meeting” in the online scheduler. A guardian who can make decisions is required to attend. Please reschedule the meeting if a guardian is not available.
- In the event of a teacher cancellation, rescheduling will be done at least an hour before the lesson time via the online scheduler. Email notification will be sent via the online scheduler.

Online Scheduler

- Access to the online scheduler:
 - The email sent with suggested lesson times will have a link stating “view appointment details”. Click it and a new page will pop up with a button on the right labeled “Register for an Account”.
 - After registering, rescheduling can be accessed through the studio website under “Scheduling”. On the right, there is a link labeled “Log in”. After logging in, lesson times and dates will populate the screen.
 - Another option is to go to gfms.acuityscheduling.com. On the right will be a link labeled “Log in”. After logging in, lesson times and dates will populate the screen.
- Reschedule lessons by clicking on the lesson needing rescheduling. A calendar will appear with bold dates containing available times. Click on the preferred date and the available times will appear. Click on the preferred time and then click on reschedule.
- Email reminders will be sent the day before the lesson or performance class.

Studio Policy Contract

Student Section

I, _____, agree to follow the expectations underlined on page 1 of this document.
(Student Name)

(Student Signature)

(Date)

Guardian Section

I, _____, agree to abide by the information explained in the Expectations for Guardians, Requirements for Students, Payment Information, Rate Information, Fee Information, Scheduling, and Online Scheduler sections stated on pages 1, 2, and 3 of this document. I understand that all lesson rates stated in this document commence on September 1st.

I understand that the School Session is from September 1st – May 31st and that there is a minimum of 4 lessons per month. I also understand that School Session lessons expire on May 31st and that the Registration Fee and Event Fee must be paid by June 1st to reserve a slot for the next school session. _____ (initial)

30 minute lessons	\$180
45 minute lessons	\$260
60 minute lessons	\$340

I have chosen _____ minute lessons at the rate of \$ _____ per month and understand that payment is due on the 27th the following month of lessons.

I understand that if payment is received after the 7th of the month, there will be a late fee of \$30 added to the invoice. I also understand that if the student does not follow the expectations stated on page 1 of this document, lessons may be terminated with no refunds of the event fee or the book fee. _____ (initial)

(Signature)

(Date)

(Print Name)

Fees and Events

Book Fee

Level	Price	Booster
Beginner	\$65	\$45
Intermediate	\$80	\$60
Advanced	\$95	\$75

Event Fee

# of Events	Price
1	\$50
2	\$100
3	\$145
4	\$180

Registration Fee: _____

Event Fee: + _____

Total Due by 6/1 \$ _____

Payment Type	<input checked="" type="checkbox"/>
Credit Card on File	<input type="checkbox"/>
PayPal Invoice	<input type="checkbox"/>
Cash/Check	<input type="checkbox"/>

- Check off chosen events on the right-hand side. Circle the preferred time.
- Online performance classes are required and will be assigned using the scheduler.
- All dates are projected and are subject to change. Preferred days and times are not guaranteed. Please check www.greatfallsmusicstudio.com for the most up-to-date information.

CIRCLE ONE

<input checked="" type="checkbox"/>	Event	Date	Preferred Times	Volunteer Y/N
<input type="checkbox"/>	Jazz Festival Solo (PC – 11/3)	11/4 Saturday	Sat AM Sat PM	
<input type="checkbox"/>	Spring Festival Solo (PC – 3/1)	3/8-9 Fri - Sat	B1 B2 B3 B4 B5 B6	
<input type="checkbox"/>	Sonatina Festival (PC – 5/3)	5/10-11 Fri – Sat	Fri PM Sat AM Sat PM	
<input checked="" type="checkbox"/>	Annual Recital (PC – 5/24)	May 25 Sat	12 PM	

Spring Festival Block Schedule

B1 is Friday @ 5:30 pm - 7:30 pm

B2 is Friday @ 7:30 pm - 9:30 pm

B3 is Saturday @ 8:30 am - 10:30 am

B4 is Saturday @ 10:30 am - 12:30 pm

B5 is Saturday @ 1:30 pm - 3:30 pm

B6 is Saturday @ 3:30 pm - 5:30 pm

Student Name: _____