

Dr Kevin Chau Piano

Updated 6 Jan 2023

Studio Policy:

Dear students and parents,

Welcome to Dr Kevin Chau's Piano Studio. I look forward to working with you and accompany you on your musical journey. As you review this policy, you will discover that being in this studio is much more than just coming to lessons.

What you can expect from Dr Kevin Chau's Piano Studio

I will treat all our students and families professionally and with respect.

- I will provide a positive learning environment, knowledge and materials for students to appreciate and enjoy music.
- I will prepare each lesson and tailor the curriculum to suit individual learning styles for maximum outcome.
- I will help students learn in the way that is best for them and help them reach their musical goals

What I expect from my students

- Be on time to all scheduled lessons, classes and performances
- Come prepared to each lesson and practice daily
- Bring a bound notebook for me to write your weekly assignments, as well as all the necessary piano books/scores.
- Wash your hands (bathroom available at my studio) before each lesson
- Have a positive learning attitude. There will be ups and downs with learning, but remember it is a journey that we will walk together.

What I expect from parents (especially for students under 16):

- Bring your child to lessons on time. Be on time to pick up your child if you have to go somewhere.
- If your child is under the age of 8, please sit in on each lesson so that you can help provide practice reinforcement throughout the week.
- Encourage your child to practice regularly, help them set up a routine and create a comfortable learning environment
- Actively engage in your child's musical journey

Books and other materials:

In addition to lesson tuition fees, music books and scores are to be purchased by students upon my recommendation.

Lesson fee structure:

Lessons are billed at a monthly flat rate and are a 12-month commitment. The monthly fee is a flat rate whether there are 3 or 5 lessons in the month. On average, students will be getting 40 to 44 lessons per year.

Monthly rates are flat fees and will not be lowered nor refunded for missed lessons even with a notice in advance. Please bear in mind that I teach 48 weeks each year, so most students will benefit from extra lessons.

I will be taking 4 weeks of holiday each year. The tuition rate is calculated accordingly, so there will be no adjustments to missed lessons while I am away.

Tuition is due no later than the first lesson of each month. Invoices will be sent upon enrolment.

Lesson Cancellations:

Cancellation by teacher:

- There are already extra weeks built into the monthly flat rate system to compensate for any cancelled lessons.

Cancellation by student/parent:

- No make-up lessons will be provided for missed lessons by the student for any reason, including vacation, doctor's appointments, illnesses, etc.
- If the regular lesson time does not work out well for you, please let me know and I will do my best to reschedule it to a time that works for everyone.

Lesson termination:

There are no refunds in the event of lesson terminations. A 2-month notice is required for termination of lessons.

Repeated cancellations, irregular attendance and repeated inadequate preparation are reasons for termination by the teacher.

Child Protection Policy

In order to create a safe learning environment for all children, I am committed to putting these measures in place:

- I have a valid QLD Blue Card.
- Parents are always welcome to stay in lessons if they would like to observe.
- All lessons are open-door and door will always remain unlocked.

Contact

Students and parents are welcome to contact me with any questions or concerns related to practicing, progress, scheduling or any other musical questions:

Email:

I, _____, understand and agree to these policies and expectations:

Student's Name _____

Student's Signature _____ Date: _____

Parent's Name _____

Parent's Signature (if applicable) _____ Date: _____

Media Permission:

From time to time, I may take photos and videos of my students during the lesson. These may be used in a variety of media to celebrate a student's success, for educational purposes or for promotional and marketing purposes. Please complete the below as applicable:

For students under 18:

Child's Name: _____

I **do give / do not give** permission for photographs and videos of me/my child to be used in promotional, marketing, educational purposes.

Name: _____

Signature: _____

Date: _____

Email: _____