

DoRe Michelle Studio Policy

Michelle Duong

Cell: (949) 330-3793

Email: doremichellemusic@gmail.com

Welcome to DoRe Michelle Music School. We offer piano lessons in the comfort of your home. My studio policy is as followed to ensure that your child can become the best musician he or she can be.

About Me: I started taking lessons when I was 3 years old. I maintained my lessons throughout high school and college and obtained my bachelor's degree from CSU Fullerton in Piano Pedagogy. In addition to teaching piano I actively play piano for local churches and choirs. My mission as a teacher is to spread the joy of playing piano to children and adults. Lessons will be done in a fun learning environment so that the children will grow up loving to play piano during the learning process. Piano lessons are meant to be a positive experience! Having been a student myself for many years as well as a teacher I can adapt to different learning styles to find the best fit for your child.

1. **What is Expected**

Student Expectations:

- Students must practice every day until they master their weekly assignments. Minimum practice time is 20-30 minutes a day for beginners, 30-45 minutes a day for intermediate, and 45-60+ minutes a day for advanced level. Progression is not measured by the quantity of practice but the quality of practice so it may take more than the minimum to master the assignment.
- If for some reason the student is not able to meet the practice requirements or if there is an issue with completing assignments, please let me know and we will go over the assignments at the next lesson or discuss another method of learning that works best for your child.

Parent Responsibilities:

- Parents are strongly encouraged but not required to sit with the student to help them with the lesson of the week.
- Parents must help to encourage the minimum practice time.
- Parents must give positive encouragement throughout their time learning this instrument.
- Parents must make sure that the piano is placed where we can have lessons without distractions. Distractions include younger or older siblings, other conversations around the house, TV, toys, and pets.

- Parents must make sure the piano is tuned at least once a year. An acoustic piano such as an upright or a grand piano is preferred for lessons. If you choose to use an electronic keyboard, I will have to make sure it is acceptable for our lessons.
- Parents must schedule the makeup lesson. I will not remind you. Please schedule it within the month. If it has been more than 1 month (4 weeks) past the original lesson, I will not grant the makeup.

2. **Tuition/Scheduling/Makeups**

Tuition:

- Rates are subject to change over time. Makeup requests are granted based on my availability and must be scheduled within the month. Payments are made through Pacific Coast Academy.

Lesson Rates:

- 30 minute= \$45
- 45 minute= \$65
- 60 minute= \$80

Scheduling:

- “Parent Teacher Time” (PTT), I will take the last 3-5 minutes at the end of each lesson to give a little progress update as well as briefly go over the assignments; however, students are responsible for understanding the assignments for the week.
- Lessons are once a week unless requested otherwise. We will talk about a time that works best for us. It is important to have flexibility when scheduling. I do my best to give you your preferred time; however, since I am traveling to your home, I try to group students’ lessons by area to maximize lesson availability as well as being time and gas efficient. Because I am traveling from home to home the lesson may possibly start 5 to 15 minutes after the scheduled time due to traffic. I will let you know when I am on my way so you have an idea of where I am at.
- To avoid gaps in my schedule, if there is any case of another student cancellation, I will offer you the option of that student’s time as a way to eliminate the gaps.

Make-up Policy:

- Makeups will be granted if at least a 24-hour notice is given. Lessons will be counted as a missed lesson with no makeup if notice is given the day of the lesson.
- Makeup lessons are to be made up within the month of the missed lesson. Makeup lessons can be completed by doing 2 lessons in a week or 1 lesson that is double the time on the day of the lesson, if the schedule permits.

- If your child becomes sick overnight or becomes sick that day, please call or send me a text right away so that we can schedule a makeup lesson.
- Lessons will not be made up in the case of a last-minute cancellation not due to sickness. Makeups will be offered at my discretion and if the schedule allows.
- If for any reason I am unable to teach I will let you know ASAP and reschedule the lesson.

Tardiness:

- Please make sure your child is at home and ready for the lesson as soon as I am there. The lesson time starts as soon as I am there and we will lose lesson time if I have to wait for him/her. Since my lessons are scheduled back-to-back our lesson time cannot exceed past the scheduled time.

Additional Information:

- Parents/siblings/friends are welcome to sit and watch as long as they are not distracting.
- I am OK with pets being in the house but if you have a dog who barks a lot or jumps a lot please put them away.
- Please make sure there is a parking spot for me so we don't lose any lesson time.

Recitals:

- We will have at least 1-2 recitals a year.

Lesson Termination:

- If for some reason you do not want to continue lessons please let me know 3 lessons in advance. If you have already paid for the month you can finish out the rest of the lessons for the month or stop right away but you will not be refunded for the remainder of the lessons.

Thank you for reading and understanding my studio policy. My philosophy is with hard work and dedication students can achieve their musical goals in a fun, stress-free environment. If there are any questions, feel free to ask me! I can be reached by email/text/phone call or at the next lesson if you have any additional questions.

Parents, please sign below to show that you and your pianist(s) have read and understand the studio policy and have no further questions.

X_____

Contact Information Form

Your Name:

Cell Phone Number:

Email Address:

Child's Name **Age**

Child's Name **Age**

Child's Name **Age**

Child's Name **Age**