



## Silva Music – Policy 2022-2024

### Lesson Guidelines and Procedures

Parents may accompany children under 10 years old for their private lessons. This enables the parents to assist the student in following and completing lesson assignments correctly at home. Students should come to the lessons on time with all their books and materials in their studio bag. Siblings and friends accompanying students must be quiet without disturbing other lessons in the studios.

#### **Before you leave the house:**

- Make sure you have all your books and assignment folder before you leave your house.
- Trim fingernails and wash your hands.

#### **At the Studios:**

- Clean off shoe bottoms on mat and come straight into the waiting room. If dirty, please leave shoes at the door.
- We prefer that piano students keep their shoes on when using the pedals.
- Check your hands for cleanliness.
- The time immediately before your lesson is a good time to use the restroom, to wash your hands and trim your nails. Long nails will interfere with good technique and impede your lesson.
- Try to use the restroom before or after your lesson rather than during your lesson time.
- At exactly your lesson time, please let us know you are there- ***do not wait past your lesson time to enter***. “Knock”, enter the studio and exchange seats with the previous student right away. Seating yourself and organizing your materials and music on the stand is an important part of your lesson. No lesson time should be wasted for either student.
- Unpack your bag and place your books neatly on the music stand. Open your assignment folder and place it on the music stand.
- Adjust your seat height if you are an intermediate/advanced student. Teacher or parent may assist beginners. String students: unpack and prepare your instrument.
- When your lesson is over, gather your books quickly and *leave your seat immediately for the next student*. Move over to the side while you quietly choose your stickers and finish packing. Do not interfere with the beginning of the next student’s lesson. Check to make sure you have everything packed in your bag before you leave and close the door behind you.
- Students should carry their own music bag.

## Missed Lessons

Commitment to the lesson time and consistency is important for successful musical training and progress. Your lesson time is reserved especially for you. Missed lessons create gaps in the teacher's schedule that usually cannot be recovered. Teachers will maintain attendance records for each week and share with admins at Silva Music.

**Attend your lesson even if you do not "feel prepared"**. You will gain supervised practice and instruction rather than a void for that week. Your instructor has set aside their time to be there for you. Attending your lessons shows proper respect. Each lesson is a renewal of your commitment to your training and improvement.

We believe that daily practice for lessons should be given the same priority as any school activity.

### **Policy for Missed Lessons**

**-Missing a Lesson:** Email or text the reason for missing a lesson to your instructor and copy to [fm@silvapiano.org](mailto:fm@silvapiano.org) or 770-5657177. Giving more than 24 hour notice is preferred.

- 1) Lesson will be made up when notice is given no later than 9 pm the night before the lesson. The instructor will make up the lesson.
- 2) Teacher cancellation: The teacher will make up the lesson time.
- 3) Unforeseen event on lesson day such as illness, traffic accident, severe weather, family emergency, etc. Those absences are justified and the teacher will make up the lesson.
- 4) Last minute cancellations and no shows will not be made up. For example: "We forgot we had soccer practice", or "I'm not prepared", "I have a project", "I have to study for test", etc. This lesson will NOT be made up.
- 5) Missing a scheduled make-up lesson forfeits the missed lesson in question and it will NOT be made up.

### **Missed Lesson Admin Notes:**

-Missed lessons during one term will not be credited to the next term. Each new term will begin with a clean slate.

-Excess missed lessons: It will be necessary to make a joint evaluation of 3 or more missed lessons during the term to convert the term tuition to the by-the-lesson rate. The account may be calculated to the per-lesson rate and prorated for that term's balance due, if on the monthly installments. A credit may be offered to the student if term tuition was applied at the beginning of the term.

### **Making up a missed lesson**

Missed lessons should be arranged directly with your instructor:

- 1) By rescheduling to another lesson time. *A virtual lesson may be the best way to arrange a make up.*
- 2) By adding time to subsequent lessons until the missed lesson time is recovered, schedule permitting. (For example, scheduling 2x45 minutes to make up a half hour lesson).
- 3) By reserving a time during make-up lesson weeks indicated on the term calendar.
- 4) Allotting missed lesson time to other family members who are also taking lessons.
- 5) By scheduling a make up lesson with another instructor.

### **Communication, Announcements and Admin**

For studio administrative matters, we communicate mainly by email and studio phone. Notification of a missed lesson will be conducted between student and teacher (cc studio email/phone). All current announcements for students will be on our website. Check the Student Portal for Policy, Tuition, and Calendars. You will need this password for the portal: **ilovemusic**. General public announcements may be found on our Facebook Page. Make sure to keep us updated with your email address, mailing address and contact numbers if anything changes from your registration. Feel free to communicate with us or your teacher at any time.

### **Termination of Lessons**

We will observe students' accomplishments closely in relation to their abilities, motivation and attitude. Let us jointly communicate any concerns we may have and discuss the best course of action for both new and continuing students. Please submit a *one-month advance courtesy notice prior to terminating lessons*. We will arrange a pro-rated refund if this courtesy has been observed and if there is a credit from a term payment.

## **General Guidelines**

### **Objectives**

We are committed to providing the finest musical instruction for each of our students—researching, re-evaluating and improving our teaching approach, lesson materials, and skills. We are professional musicians actively involved in performing and recording. We share with our students the highest standards we hold for our own musicianship and are compelled to implement our own books and materials for improved instruction. We acknowledge our students and their parents' place in a three-way partnership, and pledge to make music study a rich learning experience. We hope that you will feel free to communicate your questions and goals with us at any time.

### **Lesson Length**

Half-hour lessons are recommended for young beginners. As students approach the point of reading music, the lesson length should progress to 45 minutes for sufficient time to cover more advanced materials and technique training. Students 10 years and older should have 45-minute lessons. Transfer students often need 45-minute lessons, especially if they have had several years of lessons or are at least 10 years old. One-hour lessons are for advanced students. Highly motivated students at any level may choose the hour option.

### **Daily Practice**

We advise providing a balance in students' activities to avoid "burn-out". Activities such as sports are beneficial, provided time is set aside for music. Daily practice time should be set for about the same length as the lesson time for all students as a minimum. We recommend setting a practice routine of 5 days or more during the week for faster progress. Young beginners may start with shorter sessions, 5-10 minutes, gradually increasing as they learn more material.

Parents should routinely check the assignments so their children maximize their instruction. Good practice habits involve repetition in order to achieve muscle memory. Parents of students younger than age 10 should assist in planning and executing each practice session.

### **Attending Concerts and Listening**

Listening is one of the most important activities related to developing musicianship. Beginners benefit from listening to recordings of pieces they are learning. We encourage listening to classical music of all styles. Live performances are ideal and students of all ages are encouraged to attend often. Listening to music, watching selected YouTube performances, attending concerts, Master Classes, Studio Recitals, and other related activities are great incentives - they are a necessary part of musical training.

## **Your Instrument**

-Pianos:

1) We recommend that students practice on acoustic pianos. Electric pianos are ok to start with for the first half of Book 1, but developing musicianship and progress is noticeably better on a quality instrument from the very start. Our studios are unique in that we have personally hand-picked a small inventory of affordable instruments for students to purchase if they need one. Visit our piano store if you need a piano.

2) We recommend a tuning once every six months, during fall and spring to adjust to seasonal home heating, cooling and humidity conditions. Consider placing the piano in an area that is conducive to study. An adjustable bench is advisable for comfort and better technique.

-Strings: When moving to and from activities, make sure your instrument and your bow are correctly seated in the travel case. Do not allow your instrument to fall to the ground or bang into a wall. After use, be sure to wipe the rosin off your strings and fully loosen your bow. String instruments are sensitive to temperature and humidity—never leave an instrument in a hot car! Strings and bow hairs may be replaced every one to two years.

## **Participation and Student Performances**

Your tuition and fees cover private lessons, materials, studio recitals, and special concerts given by faculty or guest artists. Performances at the studios are a great way to demonstrate milestones in training, share music, hear other students play and get motivated. Family and friends are always invited to attend.

Performances given by our students outside of the studio (in official competitions, festivals, recitals, etc.) should be planned jointly as we are interested in thorough and accurate preparation and presentation. Community service opportunities in the form of recitals may be planned by the teachers and parent volunteers. Parents' ideas and involvement in organizing these events are encouraged.