



Policies & Procedures

2026-2027 Riverside Family Music Studio Policies & Procedures

Upon signing up for lessons, the student/parent will be asked to read and agree to the studio Policies & Procedures as long as the student is taking lessons with the instructor. If a new version of the policies is issued, the teacher will provide a copy with changes highlighted.

General Information: Weekly instrumental lessons are offered in a combination of small group and private formats. Most piano students take a 45- or 60-minute small group lesson. When students reach an Intermediate Level, they may be encouraged to add a 15 or 30 minute private lesson, occurring either before or after their group lesson.

Oboe, cello and double bass students will have a weekly private lesson (30, 45 or 60-minutes), with the option of periodic group lessons, as well.

At The Studio: Students are expected to arrive for lessons on time with their materials and music. Parents and siblings may quietly sit on a couch in the living room, wait in their vehicle in the driveway, or run errands so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with the teacher before or after class begins, in order to respect each student's instruction time – or anytime via text, email, or phone call.

Practice and Instrument: Private students are expected to practice daily on a well-maintained instrument. For piano students, an acoustic piano or full-sized (88 keys) digital piano is required. Acoustic pianos should be tuned twice a year. Oboe, cello, and bass students should have a maintenance check on their instrument at least once a year.

Practice and Assignments: Students are expected to practice regularly at home. Weekly practice assignments are sent via Notion (iOS, Android, or online) or via a

written assignment notebook (for older students). Students are welcome to get in touch with the teacher via email or texting if they have questions.

Materials: Students are recommended to use a canvas tote bag to carry books to and from lessons. The teacher will obtain all needed sheet music, the cost of which is covered within the tuition payments.

Performances: Students are encouraged to participate in the annual Studio Recital (usually in April), district (and state, if applicable) solo & ensemble festival, KMEA district (and state, if applicable) auditions, and Wichita Symphony Youth Orchestras, as well other opportunities as they arise.

To help students prepare for these events, the teacher may organize informal studio gatherings on occasion throughout the year.

Yearly Calendar: The tuition rates are determined based on a calendar of 40 weekly private lessons.

The teacher does not teach during the week of Thanksgiving, the week of Christmas, the week after Christmas, the week of Spring Break, and four weeks during the summer. The other unpaid four (4) weeks of the year are reserved for the teacher to take off from lessons as needed (due to extreme illness, family emergency, travel, etc). If the teacher chooses not to use all four "flex weeks," the student benefits by receiving those lessons free.

Missed Lessons: Due to the teacher's limited availability, rescheduling lessons cannot be guaranteed. However, if an absence arises due to unforeseen situations such as an accident, family emergency, or unsafe road conditions and if the student indicates a desire for a makeup lesson, the teacher will make an effort to reschedule the lesson. An alternative option is for the student to send recordings of each of their in-progress assignments that week via text/email, for teacher feedback. Please be courteous to the teacher and fellow students by notifying the teacher at least 24 hours in advance regarding any known upcoming absences.

Tuition and Payment: Tuition is divided into equal monthly installments, run on the 1st of each month. Automatic monthly payments are run via our website, Main Street Sites. Late payments will incur a late fee of \$1 for each day late. The teacher reserves the right to raise fees at the beginning of each academic year. Beginning September 1, 2026, there will be a 3% credit card processing fee.

	1 private lesson/week
Cello, Double Bass, Oboe 30 minutes	\$95/month
Cello, Double Bass, Oboe 45 minutes	\$130/month
Cello, Double Bass, Oboe 60 minutes	\$175/month
Cello/Bass Group Class 90 minutes (once a month, optional)	\$40/class
Oboe Reed-Making Class 60 minutes (once a month, optional)	\$30/class

	1 group class/week
Keyboard Games A & B 45 minutes	\$95/month siblings, \$85/month
Piano Class 60 minutes	\$130/month
Intermediate Piano 60 min. class + 15 min. private	\$180/month
Advanced Piano 60 min. class + 30 min. private	\$230/month

Summer Months: During the summer months (June through August), private students are expected to continue taking lessons; however, they may be provided a couple of package options. For example:

1. A package of lessons plus summer camp days. Summer camp themes vary each year. Examples:

So, You Want To Be A Composer?, Music Around the World.

2. Or, students may continue weekly lessons as normal. Students who choose this option may opt to additionally participate in summer camp for a nominal fee.

Not only does the teacher feel strongly about the value of continuing the student's musical education throughout the summer months, but the teacher's livelihood depends upon a regular income throughout the summer months because the tuition rate has been determined based on a 12-month calendar. For these reasons, if a student does not continue lessons through the summer, the student unfortunately cannot be guaranteed a spot in the schedule in the Fall especially if there is a waiting list.

Discontinuing Lessons: Every student stops taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons cease with a positive sense of closure. For this reason, the teacher asks for one month's notice prior to discontinuing lessons. However, the teacher respects the student's right to end lessons at any time.

Note: At the discretion of the teacher, students may be dismissed at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

Parent Participation: Parents are encouraged to be supportive and active participants in practice at home. Parents are also welcome to attend and quietly observe lessons once a month or more, though not attend every week. It's important for the student to have experiences both with and without a parent present in lessons.

Communication:

- Studio Newsletters: Students will receive email newsletters once or twice a month.
- Studio Website: Visit RiversideFamilyMusic.com to find these studio policies and more.

The best way to contact the teacher is via text message, but emails or phone calls are also welcome. The teacher always welcomes correspondence from students during the week if they have questions regarding assignments or other matters.

Student Signature (or parent, if student is under 18) Date