



ILANA JOYCE CADY

Music Studio Handbook

Welcome to my piano studio! I am so glad you're joining our piano family. I look forward to being a part of your musical journey, and you, mine. Inside this handbook you will find studio policies, teaching philosophies, and other important details pertaining to your child's music education.

Teaching Philosophy:

My hope is to inspire each of my students to fall in love with music and engage with the piano. Music is another language that I will strive to help each student understand in their own individual way. Music is fun and I want to create an environment that highlights the passion and creativity of music while maintaining a safe space. My goal is for each student to go beyond the notes on the page and to feel ownership of their art and discover it from within.



Materials:

Students will provide:

- Method books, notebook and other assigned books
- Metronome (many free app versions)
- Pencil
- Assigned material, ready at each lesson
- Good attitude

Ms. Cady will provide:

- Back up pencil
- Extra pieces, either photo copied or PDF
- Access to Tonara

Lesson Expectations:

Practicing:

- Minimum practice session of 15-45 minutes
- 5-7 days of practice each week
- Follow practice plan discussed in weekly lesson
- Tonara will be used for lesson practice while doing remote lessons, students are expected to log practice time in the app

Lessons:

- Students are expected to arrive on time for the lesson, lesson time will not be extended past its originally scheduled time to reflect the late arrival of the student, and the lesson fee will not be prorated
- Students are expected to be prepared for each lesson, the best they can
- Students are expected to bring all relevant materials, and be prepared, for online and in person lessons, with all appropriate tools (pencil, music etc.) so that we don't take time out of the lesson to find the needed items.

Make-Up/ Cancellation Policy:

- There will be *one* excused absence for the semester. Cancellation for this excused absence needs to be made **24 hours** in advance in order to receive a make-up lesson. All other missed lessons will be included in cost of the tuition. Any lessons cancelled by the teacher will be made up and if a make up lesson is not possible the cost will be rolled over to the next month or refunded.

Payment policy:

- \$30/30 minutes
- \$45/45 minutes
- \$60/60 minutes
- Payment will be due once a month, at the first lesson of the month



Ilana Joyce Cady Music Studio Agreement

Student name: _____

Lesson: (Circle one) 30 mins. 45 mins. 60 mins.

Length	Rate	4 week month	5 week month
30 mins	\$30	\$120	\$150
45 mins	\$45	\$180	\$225
60 mins	\$60	\$240	\$300

*Lessons will be held online via zoom, at The College Church (337 Main St. Lancaster, MA) Or Ms. Cady's home.

Monthly fees:

- I understand that tuition is due at the **first** lesson of the month
- I understand that this fee is non-refundable
- I will communicate my preferred method of payment before the first of the month if special exception is required
- In the event of late payment, there is a one week grace period, payment must be made at the next lesson or a \$20 late fee will be incurred, each week payment is delayed

Initial: _____

Changes and Termination of Lessons:

- I understand in order to change the date or length of my lesson it could take up to two weeks to process this information, and the two subsequent lessons will not be prorated
- I understand that if termination is required I am responsible to pay for the entire month of lessons in the month of termination
- If a student is consistently unprepared for lessons and steps of communication have been taken between the student and teacher and teacher and parent, and all three parties, the teacher reserves the right to terminate lessons, payment for the entire month of lessons in the month of termination will still be due

Initial: _____



Punctuality:

- I understand it is my responsibility to arrive at the lesson on time. If the student arrives late the lesson will not be extended past the original time and the lesson will not be prorated.
- I understand that if the teacher is running late, the lesson will be extended, if possible, or depending on how much time is missed, will be made up at a later date. Since it will be extended, or made up, the lesson will not be prorated. If a make up is needed and cannot be schedule a credit to your account for a future lesson will be made.
- I understand that it is my responsibility to give **24 hours written** notice via email or text for any absence
- I understand that this **24 hour notice** allows me to schedule a make-up lesson within the semester. After the semester is over, the make up lesson will be forfeit
- I understand I am entitled to only one make-up lesson a semester. All missed lessons after the one will not be made up or refunded.
- Special exceptions, sudden illness, death in the family. If a make-up cannot be made for one of these reasons, the student's account will be credited towards future lesson.
- If the teacher needs to cancel a lesson, a make-up will be offered, if a make-up cannot be scheduled the lesson will be refunded.
- If a make-up lesson time is scheduled and agreed upon and a student needs to cancel, it will not be refunded or rescheduled.

Initial: _____

Recitals:

- Students are encouraged to participate in all studio recitals and events.
- There will not be a recital fee, however if there is a special event, such as a master class, there will be a performer participation fee

Initial: _____



Teacher Contact Information:

- Email communication is strongly preferred, ilanacady16@gmail.com you can feel free to email me at any time, I will respond within 24-48 hours
- Text messages can be sent in the case of emergency cancellation etc.
978-503-9212
- Lesson times are scheduled on a first come, first serve basis.
- I understand that the policies are subject to change. Written notice will be given for any changes or additions.
- I understand this form must be signed and initialed and returned to Ms. Cady at the first lesson.

I, _____ have read and agree to the terms and conditions of this agreement for private lessons in the music studio of Ilana Joyce Cady. By signing below I agree to abide by each of these terms and conditions.

Student name: _____

Student signature : _____ Date: _____

Student Contact info:

Home phone: _____ Cell phone: _____

Email: _____

Parent name: _____

Parent signature: _____ Date: _____

Parent Contact info:

Home phone: _____ Cell phone: _____

Email: _____

