

**BROOKS MUSIC STUDIO POLICY 2019-2020** contact: 850-624-2848 call or text  
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Website: [brooksmusic.musicteachershelper.com](http://brooksmusic.musicteachershelper.com)

I am a national and state certified teacher of music. Piano is my primary instrument with violin, ukulele and recorder as secondary instruments. I have attended many conferences and master classes as well as college continuing education courses to achieve this goal. In the coming years I must continue to keep up to date with the newest materials and teaching techniques to keep my certification in music. The initials after my name stand for **(NCTM) Nationally Certified Teacher of Music and (FSCTM) Florida State Certified Teacher of Music**. In addition to being a member of the Music Teachers National Assoc. (MTNA) and the FL State Music Teachers Assoc. (FSMTA), I am also an active member of the Northwest FL Music Teachers Association, Inc. (NFMTA) Being active in these organizations allows my students to participate in many community service and organization sponsored activities. Some of these are:

### ***YEARLY COMPETITIONS AND AUDITIONS***

There are various competitions and auditions offered by MTNA, FSMTA and NFMTA. I let you know for which you may qualify and offer you the option of participating.

### ***OCTOBER (postponed to 2020) at St. Andrews Episcopal – Music History Festival - Contemporary Time Period***

Each year NFMTA holds a music festival featuring a different music history time period. Students can perform any instrument they can play as long as it fits the time period being showcased. They may perform solo or as an ensemble. This includes vocal performances. Period costumes are worn and dances may be performed. I am the teacher of NFMTA that does the Music History presentation through a very colorful and interactive PowerPoint presentation. It is a very educational and musical experience for the entire public.

### ***APRIL/MAY - Spring Recital***

The date and time of our spring recital is to be announced. Myself, along with other members of NFMTA have established a concert series to benefit the community. Our students participate as a community service. The recital is held at the Bay County Public Library on 11th street. Any student participating in this concert series is eligible for community service hours.

### ***Graduating Seniors Recital***

All graduating seniors are invited to participate in a senior recital. Date and time are to be determined.

***JUNE-*** Summer session begins along with Music Blast Summer Camp and other groups such as Peter and the Wolf Camp, etc.

The summer schedule will be posted on the website beginning in May.

### **ATTENDANCE**

Regular and prompt attendance is required to make appropriate progress. If you are unable to make it to a lesson, please call, email, text or leave me a message. **850-624-2848.**

[brooksmusic@hotmail.com](mailto:brooksmusic@hotmail.com)

- Parents are required to be available during lessons (either at the lesson or via cell phone). In the event of an emergency, if a parent cannot be reached, you agree that I will be permitted to exercise my discretion in providing care and treatment for your child. Parents agree to hold me harmless for any such care and treatment decisions.

- **IT IS IMPERATIVE THAT YOU LET ME KNOW OF ANY KNOWN ALLERGIES, ETC.**

## **MISSED LESSONS**

There will be **NO CREDIT** for missed lessons or lab times. However, many times during the year, if someone doesn't show for the next lesson, I will teach beyond your scheduled 30 min. private lesson and end up giving you a full hour. I can accurately keep track of these extra lessons on my website. I will use these extra lessons to make up for times I may need to cancel one of your lessons such as: going to the reduced-rate concerts in the evening with my students while I'm still supposed to be teaching, sickness on my part, or my having to go out-of-town when not previously scheduled on the studio calendar, etc.

**Lessons that *you* miss will be made up at the teacher's discretion depending on the student's need and the time available during regular studio working hours. But you have several options. See below.**

Due to the complicated nature of scheduling of lab times, there will be **NO CREDIT OR RESCHEDULING** of missed lab times for any reason. **IF A LAB TIME IS MISSED IT IS FORFEITED.**

Lessons cancelled due to inclement weather or any sick days I may have will be made up by me as stated above or in performance or theory classes to be held in my private studio or in conjunction with another teacher from our music teachers association. Times will be announced accordingly.

Because specific times are set aside for specific students, a student who does not attend a lesson will simply miss the benefit of that lesson. Tuition covers far more than the time with a student, so you do not need to worry that missing a lesson means wasting money. I frequently use missed lessons to plan for a student's progress, locate materials, etc.

[See the Where Does My Tuition Go?](#) brochure for more details.

### **Missed Lesson Options:**

- Phone or "Skype" lessons during the student's regular lesson time.
- Video or audio what you have practiced and email it to me and I will listen, critique and tell you what you need to work on for the week.
- Lesson swaps: Families of private students may trade their lesson time with another student to help avoid absences. Here are the rules of the lesson swap:

1. I must be informed prior to and after arranging a swap. I prefer text or email.
2. No make-up lessons will be given if any confusion from this arises.
3. Should 2 people arrive at once, I will teach the one whose lesson is normally at that time or just do a partner lesson.

### **Illness:**

**Students who are ill should not come to lessons.** I reserve the right to send a student home if they arrive sick. If students are only mildly ill, please email me and we can do a FaceTime, Skype or Google Hangouts lesson. If you have an iPad, smartphone or computer with a camera, please create a free FaceTime, Skype or Google Hangouts account and add my name to your contacts (or add my phone to your Facetime). This will allow me to call you and have a lesson with you over the internet!

Just Google how to setup these accounts or ask your tech expert child or friend to do it for you.

### **WEBSITE PRIVACY**

At times, I will post pictures and videos of my students on my website, FaceBook or Instagram with no names attached. I also post student videos to my YouTube account. They are posted as UNLISTED which means only people I send the link to can view them. Let me know if you do NOT give me permission to do this.

### **HOLIDAYS**

All holidays are concurrent with public school holidays except for Presidents Day.

### **MUSIC LAB**

Each student will have their lab time 30 min. before or after their private lesson with me, with the exception of the first and last students of the day which will have to do lab after and before their lesson, respectively.

You do not have to do lab; however, the tuition fee is still the same.

Lab assignments are made each week so that I can customize each student's lab time to best suit his or her individual needs.

*For students who cannot read I require that a parent or other responsible adult of your choosing work alongside the student during lab as well as at the private lesson.*

### **LESSON AND LENDING LIBRARY MATERIALS**

**Lesson materials are to be paid for by the student.** The cost of new music, theory packets, recital and entry fees for evaluative and competitive events, etc., will be added to your monthly tuition payment as they occur and if you choose to participate.

I have an extensive music library. Often I will lend instruments, books, DVDS or CDS to the student. The name of the student and the date loaned is recorded online. It is the student's responsibility to take care of these items and keep them in good condition. **If any items are lost or are returned in an unusable condition, they will be replaced at the student's expense!!!**

## **RECITALS**

I hold a spring recital every year. Each year the day and time will be announced as explained on page one of this policy. **There is currently no recital fee except that parents are to pay for whatever rewards their children have earned. You do not have to participate. It is voluntary. You do not have to play your pieces from memory. You may use your music if you want.**

## **PARKING – THIS IS IMPORTANT!!!!**

**Please do not park across the street from the studio or on anyone's grass. We all have sprinkler systems and they have been broken many times because of parking. Park in front of my house away from the mailboxes or in the driveway. Pull all the way forward but never in the middle of the driveway. Thank you.**

## **REWARD SYSTEM**

Every year I try to motivate students to practice and prepare their lesson consistently through each week. Reward systems are explained to each student and their parent at their lessons.

**One final note: I would appreciate it very much if students would try to arrive to the studio no more than 10 min. earlier than their scheduled lesson time. I do, however, know that there are extenuating circumstances in some cases. But as a general rule, students do concentrate better in an environment with less distraction.**

I sincerely hope that you find studying music a real joy and a fun learning experience. I know I do!!!!

## ***TUITION***

There are 32 lessons during the school year. This includes one 30-minute private lesson and one 30-min. lab each week. I also teach Recreational Music Making (RMM) group classes and summer camps which have a separate policy and different tuition fees.

For those students taking the 30-minute private lesson only, tuition is the same.

*Families should expect a yearly increase in tuition appropriate to cost of living increases, expenses and services offered.*

❖ *Every year I require all students, except adults and graduating seniors, to have at least two*

lessons during the summer session. This will insure you will reserve a spot in Fall. If you cannot make the two lessons you can substitute them by attending one of my summer camps or group lessons or just consider it a fee for holding your spot in my studio.

So where does your tuition go? Click the link below to see how a teacher does so much more beyond the actual lesson.

[Where Does My Tuition Go?](#)

## REGISTRATION FEES

A separate nonrefundable registration fee of \$42.53 (non-discounted) per student is due with your first tuition payment if you are a new student, or at the beginning of each school year if you are a returning student. If you are a returning student you will not need to re-register on the website at the beginning of each new school year, but please update your contact information. You do, however, have to pay the registration fee.

The registration fee covers the copious amounts of printer ink, paper, little rewards given in class on the spur of the moment, candy for the candy jar, my time spent in lesson planning, ordering music for students, buying new music to keep in my library so students can just check it out instead of having to buy it, transposing, transcribing, folders for each students' lab, binders for sheet music that I give to students so they can keep it organized and not have it fall all over the piano or music stand as they try to play, fees for online games that students use for free, all the time spent in planning rehearsals, recitals, continuing education, etc.....

## PAYMENT OF TUITION

**The rates listed are shown at the NON-DISCOUNTED rates!!!**

**You will receive a 3% discount if you choose to pay by check or cash or thru your online banking service**

You may pay your tuition in one of three ways:

- *By year-*  
**1170.24** per student

- *By semester-* Tuition depends on the day of the week on which your lesson falls:

	<b>FALL</b>	<b>SPRING</b>
<b>Mon</b>	<b>548.71</b>	<b>621.83</b>
<b>Tues/Wed/Thursday</b>	<b>621.83</b>	<b>548.71</b>
<b>Fri</b>	<b>585.27</b>	<b>585.27</b>

- *By 10 monthly installments-*

**117.30** per student (due by the first lesson of each month, August through May)

*Lessons may not be paid for by the week!*

If you choose to setup recurring payments thru your online banking service, please use the address shown on your monthly invoice.

**CHECKS are PAYABLE to TANYA BROOKS**

**A \$10.00 late fee will be assessed for tuition fees not received by the 20th of each month.**

**A returned check fee of \$35.00 will be assessed if check is returned for insufficient funds.**

**After two returned checks, all subsequent tuition must be paid in cash.**

**Accepted Forms of Payment**

- **Debit and Credit card in studio**
- **PayPal - The link is on your bill statement.**
- **Cash - You will receive a 3% discount if you choose to pay this way. But be aware that I usually have no cash on hand to make change. Please try to pay in the exact amount if you choose to pay in cash.**
- **Personal check - You will receive a 3% discount if you choose to pay this way. Make out checks to TANYA BROOKS (not Brooks Music Studio).**
- **Recurring payments through your online bill pay system through your bank - You will receive a 3% discount if you choose to pay this way. This is the most convenient way to pay tuition.**

**DISMISSALS AND TERMINATION**

**If for any reason you must stop lessons, one month's notice is required.** At that time, I will pro-rate the tuition for your final month to reflect the number of lessons that you have received based on the last lesson date. You will be required to pay this balance. Regrettably, I will have to dismiss a student if any of these circumstances occur:

- **Continued failure to pay tuition on time**
- **Persistent absences**
- **Lack of progress due to insufficient practice or unfulfilled requirements**

Thank you for abiding by these policies to help your lessons be the most productive and efficient! Thank you also for the privilege of allowing me to teach you! I look forward to a great year!

**Thank you!**