

Bunker Piano Policies & Procedures

Lessons:

- The cost for one student is twenty dollars (\$20) per 30-35 minute lesson. The cost for each additional sibling is fifteen dollars (\$15) per 30-35 minute lesson.
- Each student should be ready to begin when the lesson starts (e.g. have assignment folder, music books, empty bladder, satisfied thirst/hunger, etc.).
- If lesson occurs in the student's home, a responsible parent or babysitter must be present during the entire lesson.

Lesson cancellations:

- A notice of at least twenty-four (24) hours is required. The price for a full lesson will be charged for cancellation given with less than twenty-four (24) hours' notice.
- I will provide a notice of twenty-four (24) hours if I cancel a lesson. If I fail to do so, I will credit a lesson on that month's invoice.

Invoices:

- I bill lessons and send invoices in the middle of the month in which the lessons occur. Invoices are due in full by the end of the month.

Late and partial payment fee:

- A five dollar (\$5) fee will be added to the next invoice for late/partial payments.
- Late accounts will be required to pay for lessons in advance at the start of each month.

Practice Expectations:

- Younger/Beginner Students - should practice five (5) days a week.
 - Five (5) days a week is an ideal "practice week." This practice schedule takes into account the student's age and the need for flexibility (including family plans, busy week/weekend schedules, and days when the student isn't feeling well).
 - I provide practice logs each lesson that the student should use to track which days and how much he/she practices during the week. The practice logs have multiple columns. Under the far left column, I write each song and its page number and/or name. The next five (5) columns correspond to the days of the week and have boxes under them that line up with the assigned songs. The student should use a ✓ or ★ in the boxes to indicate which day he/she practiced the songs and how many times. Each day the student practices, the student should play each assigned song for the specified number of times.
 - Typically, the student is assigned three to four (3-4) songs. Each song should be practiced three (3) times a day for five (5) days during the practice week (or as otherwise noted).
 - For example, on Wednesday when the student practices, he/she will mark the boxes under Wednesday's column beside the assigned songs. Each time the student plays an assigned song, he/she should make a ✓ or ★ in the corresponding Wednesday box. When Wednesday's practice session is complete, each song's box for Wednesday should have three (3) ✓ or ★. At the

conclusion of the practice week, each song should have five (5) completed boxes with three (3) ✓ or ★ for a total of fifteen (15) ✓ or ★ per song.

- Older/Advanced Students - should practice six (6) days a week.
 - Six (6) days a week is an ideal "practice week."
 - I provide practice logs each lesson that the student should use to track which days and how much he/she practices during the week. The practice logs have multiple columns. Under the far left column, I write each song and its page number and/or name. The next six (6) columns correspond to the days of the week and have boxes under them that line up with the assigned songs. The student should use a ✓ or ★ in the boxes to indicate which day he/she practiced the songs and how many times. Each day the student practices, the student should play each assigned song for the specified number of times.
 - Typically, the student is assigned four to six (4-6) songs. Each song should be practiced three to five (3-5) times a day for six (6) days during the practice week (or as otherwise noted).
 - For example, on Wednesday when the student practices, he/she will mark the boxes under Wednesday's column beside the assigned songs. Each time the student plays an assigned song, he/she should make a ✓ or ★ in the corresponding Wednesday box. When Wednesday's practice session is complete, each song's box for Wednesday should have three to five (3-5) ✓ or ★. At the conclusion of the practice week, each song should have six (6) completed boxes with three-five (3-5) ✓ or ★ for a total of eighteen to thirty (18-30) ✓ or ★ per song.
- I understand, of course, that each week varies and each student will not have an "ideal" practice week every week. Multiple weeks, however, with little or no practice is disappointing and makes it difficult for students to progress.

Non-practicing students:

- If the student does not practice two (2) weeks in row, he or she will be dropped. His or her slot will be given to the next waitlisted student. No practice is defined as less than two days of practice a week.
- If the student does not understand his or her assignment, either the student or parent can text/email/call me for further clarification.
- If the student does not respond to parent's encouragement to practice, please text/email/call me. I will address the issue of not practicing with the student at his or her next lesson.

Recitals:

- A spring recital will be held in April.
- A summer recital will be held in August.
- A winter recital will be held in December.

Referral policy:

- All referrals will be placed on a waitlist.
- When a student refers a new student, both students will receive a discount for a ½ lesson (\$10) once the referred student is enrolled and begins lessons.