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BRENER PIANO STUDIO POLICIES FOR 2011-2012

Parents are required to read and initial each part of these policies and sign and return a copy with the parent information page of this contract. A signed copy of this contract and an electronic photo of your child must be received prior to the commencement of lessons.

Please be aware, these policies have been modified from previous years.

These policies have been established to ensure the smooth running of the piano studio, creating a professional and productive teaching/learning environment.

These policies constitute a contract between the parents, student and teacher, and represent an expected commitment of at least one year.

BILLING AND PAYMENTS

MONTHLY FEES: All fees are due and payable the **FIRST** of each month. You will be considered late if payment is not received by the **15th** of the month. If not received by the **15th** you will receive a courtesy reminder on the **18th** and **22nd**. If payment is still not received by the **25th** a late payment charge of **15%** will be applied to the next months invoice.

Fees for the Studio will remain the same for this year as last. **However, the Material Fee is increased to \$225 which will be payable in one payment, or 5 installments of \$45 each. Your Material fee covers books (including shipping, processing and tax) recitals, guilds and other miscellaneous costs.**

30 Minute Lessons: \$165 per month
45 Minute Lessons: \$240 per month
60 Minute Lessons: \$295 per month

Payment is due on the following dates:

<u>Fall (2011) Tuition</u>	<u>Spring (2012) Tuition</u>
Sept. 1	Feb. 1
Oct. 1	March 1
Nov. 1	April 1
Dec. 1	May 1
Jan. 1	June 1

Summer Lessons are pro-rated and fees will be discussed near the end of the spring semester. If you know of vacations ahead of time, please let us know. Unless otherwise notified, we will assume that lessons will continue during summer 2012. Paid make up lessons will be equal to the current Pro-Rata fee at the time of the make- up lesson.

Fees for Group Lessons: \$20 per lesson, plus any applicable fees for books and materials.
45 Minute Lessons

Please initial to indicate that you understand the above **Fee Schedule Section** _____

NON-PAYMENT: If prior arrangements are not made, and you have not paid for two consecutive months, lessons will be suspended until payment is received, or appropriate arrangements are made with Dr. Brener.

PAYMENTS: Payments can be made via check, money order, PayPal, or cash. You will receive an invoice via email or mail on or about the 1st of each month. Fees remain the same regardless of the number of weeks in the month. All major holidays have been taken into account and removed from the schedule prior to billing. Returned checks will be charged at the rate of \$25 plus all applicable bank and service fees. Two returned checks will constitute suspension of lessons, until such time as cash or money order payment has been received. **Please make checks/money orders payable to: The Brener Group, Inc. or Brener Piano Studio.**

HOLIDAYS: As above, all major holidays have been removed from the schedule and lessons for that week will not be billed. All non-major holidays such as Columbus Day, will be considered a regular teaching day. Unless notified in advance, non-attendance by a student will be considered as a missed lesson, and regular billing will still apply. An **UNPAID** make up lesson will not be given in this situation.

TERMINATION POLICY: **One month's notice must be received in writing by Dr. Brener prior to the beginning of the month's lessons.** This month may be used as lesson time for another family member who is also a student. If notice is not received at least one month in advance, you will be billed for the remaining lessons in that month and will not be entitled to a refund of any unused material fees.

MATERIAL FEES: A material fee is charged at the beginning of the Studio Year. This is used to purchase the books and other materials necessary for each student. Parents/Students are responsible for all books received and are expected to have them at each lesson. Please put the student's name in each book.

There will be a reservation fee of \$40 to reserve lesson days and times for fall 2012. This will be billed with the June invoice. Once paid, this fee is non-refundable if you do not continue lessons.

PLEASE INITIAL HERE TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THE INFORMATION ABOVE_____

OTHER POLICIES AND PROCEDURES

All students will be required to have a digital photo taken prior to the commencement of Fall 2011 lessons. This is for the protection of the student and Dr. Brener. Photos will be used for liability purposes and in case of emergency only.

STUDIO ETIQUETTE: **NO** Food or Drink other than bottled water or gum chewing is permitted in the studio or around the computers at any time. Books and other items must not be placed on the pianos. All students/parents are responsible for the current lesson material. Please bring all books/materials with you, and take them as you leave. **HANDS MUST** be clean in the studio. I will ask that shoes be removed at the door and students wash hands in the bathroom if they are dirty. **Please use good judgment in sending a sick child to lessons, ill students will be sent home immediately.** I will call you to come and pick them up if you have dropped them off. I cannot have other students or myself becoming ill because of one child.

MAKE UP LESSONS: UNPAID Make-Up Lessons can be scheduled for the following reasons: Sickness with advanced notice (same day notice is acceptable), Vacation with advanced notice (at least one week ahead), or if I cancel or need to re-schedule. **PAID** Make-Up lessons may be re-scheduled at a time convenient to the parent and Dr. Brener. These will be billed at the current Pro Rata Fee based on the length of the lesson. You will be charged for all lessons in the month if advanced notice is not given prior to cancellation or request to re-schedule. Please advise me in advance of all potential school, sports and vacation conflicts, so we can attempt to work around them. However, the notification policy **will** stand if notice is not received.

PICK UP/DROP OFF: All students must be on time. Please drop them off no more than **10 minutes** prior to the beginning of a scheduled lesson and pick them up **PROMPTLY** at the end of the lesson. Please be responsible in picking up your child.

Studio Staff cannot be responsible for watching children. They are paid to facilitate and keep the studio running.

Parent or guardian must sign the agreement below in for student

I _____ agree to the above policies, and understand that this is a contract between me, _____ the student and Dr. Deborah Brener. It is understood that if a student is to suspend lessons that Dr. Brener be given (1) one month notice. I acknowledge that I have read, understand and received a copy of this contract. _____

Dr. Deborah Brener _____



CALENDAR

Fall Semester **Begins September 6, 2011** it is a 20-week semester. It will **end on February 10, 2012**
I will be on break from November 27 - December 3. Winter Break is **December 24, 2011 through December 31st**. Lessons will resume January 2nd. See below. Highlighted dates are the ones stated. Unless notified in advance I will be teaching on all other days, and the student will expect to be present. **Spring Semester**, the first week of April is dark, and the first week of July is dark. Lessons will **end** the **15th** of July 2012. **Summer billing** will begin on the **16th** of July.

SEPTEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Masquerade is the 22 nd and 23 rd					

NOVEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Classical is the 5 th Romantic the 6th			

DECEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2012

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Lesson Resume the 2nd				

FEBRUARY 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	Fall Semester ends the 12 th Spring Semester begins the 13th			

MARCH 2012

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2012

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2012

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2012

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2012

M	T	W	T	F	S	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Spring Semester Ends the 15th Summer Billing begins the 16th					

AUGUST 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Summer Billing all month						

Performances

Masquerade Concert: Saturday October 22 & Sunday October 23rd. This is the recital that students can play any piece of their choice and memorization is *not* required. They can dress up in costume, have fun and have a real public performance in a stress free environment. I encourage young children who have not performed much in public to play in this program as it is a lot of fun. They get to dress up and they get candy at the end.

Place: Field's Piano in Tustin

Festivals: The first Festival will take place the first weekend in November the 5th & 6th and will be a combination Classical and Romantic Festival. What this means is that a student may pick one piece representing either period or may opt for the new "Over Achiever" category and play two pieces, one from each period. Student may choose A. To enter one category and play a piece from the chosen period or B. Student may choose to enter the "Over Achiever" category- play one piece from Classical and one Romantic piece. This category will be adjudicated as a separate recital.

Workshops: These are held once a month on a Friday. The time is 5:15 and they last an hour. Workshops give students the opportunity to hear and learn from one another. Students at all levels perform for one another in a non-judgmental atmosphere. If your student is unable to attend for any reason please discuss this with me, so I may find other venues for performance practice for him/her. Attendance in workshops is required for permission to perform in festivals and studio recitals.

Studio Recitals: There are this year. One in late January, and another in late June.

I am planning the recital so it will fall before National Guild Auditions. **The dates for these will be announced at the beginning of September.**

Other information for Parents

Prizes and Awards

Studio

Practicing: Twenty Tickets earns a prize. You must turn in your tickets to get the prize.

Also, I give prizes at the end of the year: Trophies are awarded to students based upon their effort and hard work. I also have Piano Explorer Magazines for students interested in earning another special award. This is music appreciation for the young child and the magazines have wonderful "real "stories about all facets of music.

Other

Certificate of Merit: Theory, Technique, Performance, and Sight Reading Exams.

This is a very rigorous exam at the higher levels and it requires daily practice and extra study in order to pass with high enough scores to be considered for the state convention. Certificate of Merit is well known across the United States and due to its popularity it has been made more difficult. It is important that your student has the desire and the time to prepare in a proper fashion. For further information go to www.mtac.org and go to Certificate of Merit. You may also look up the state convention on this site, in order to see the information which pertains to this event.

National Guild Exam: This is a program that is held internationally each summer. A judge is sent to a local center and my students are given pre-determined time to perform their programs of memorized pieces. Now the Guild allows students to play popular and classical music along with the opportunity to perform with their music and not by memory if they so choose. Students have the option of working toward a diploma or one of many scholarships and prizes. For further information please check the following website: www.pianoguild.com.



INFORMATION AND CONTACT PAGE

Student Name: _____

Date of Birth: _____ Current Age: _____ Grade in School: _____

Parent Name: _____ Mom _____ Dad

Family Address: _____

Home Phone: () _____

Cell Phone: () _____ Mom () _____ Dad

E-mail: _____ Mom _____ Dad

Student Lesson Day/Time _____

Computer Time can be after lessons? Yes _____ No _____

Cost: _____

Material Fee: _____

Parental Concerns: _____