



Harmanny Music Education Policies and Procedures

(updated July 2020)

ATTENDANCE:

Attendance for in person lessons: Regular attendance is expected and encouraged in order to gain maximum benefit from music instruction. If you know ahead of time you will miss a lesson, please log into harmannymusiceducation.com and cancel the lesson. Missed lessons are inevitable and, therefore, have been taken into account in the overall cost of tuition and a week is scheduled at the end of each semester for makeup lessons. **Tuition remains consistent regardless of the number of lessons attended .**

Students who are late for their lesson will only be given the remainder of their time. Please be on time for your own benefit.

Please also note that the instructor may cancel lessons from time to time for various reasons including (but not limited to) personal illness, inclement weather, and professional travel. Although planning and scheduling is done ahead of time (see calendar), an exact number of lessons for each year cannot be guaranteed. **As stated above, the inevitability of missed lessons on the part of the student or the teacher have already been considered in the formulation of the annual tuition.**

When you arrive for in person lessons, please come in through the front door and wait until it is time for your lesson to begin. Parents are welcomed and encouraged to come in and listen to the lesson. As soon as it is possible after lessons are finished, the lesson information for practicing will be entered into Tonara for students to begin practicing.

Attendance for online lessons: If you choose to take online lessons, the same expectations as above are in place, however, extra steps of preparation need to be included. Make sure that you have everything ready at the agreed upon time, that you are at your instrument and ready to begin. Please make sure you have the latest version of Zoom downloaded and for piano or guitar students, your hands and the keys/fretboard are visible at all times. Basic webcams can work very well as an overhead camera to see the keys.

Student Responsibilities and Commitment:

Books and Materials:

Books and materials are included in your monthly costs. They are yours to keep and use. However, it is the student's responsibility to bring materials to lessons each week. If a student does not bring his or her books/ materials, an ideal lesson experience cannot be guaranteed; however, every effort will be made to provide an effective experience. **The instructor reserves the right to refuse to give a lesson if a student does not bring his or her materials to the lesson.** No refunds will be given.

If a student loses a book or other materials, the student (or parent/guardian) will be responsible for replacing the item(s) at their own expense.

Absences

Excused: Please call, text or email in advance if the student must miss a lesson due to illness, school related activities or family emergencies. There will be no charge for a missed lesson that is properly communicated 24 hours prior or a credit will be applied to your account. Opportunities will be made for makeup lessons the final week of the semester, if rescheduling is not possible.

Unexcused: There are no makeup lessons or refunds given when a student misses a lesson without calling in advance. The student will be charged for the lesson.

Rescheduling: Please request to reschedule the lesson within the current week. Every reasonable effort will be made to reschedule an excused absence.

Practicing:

Students are expected to include frequent trips to their instrument as part of the rhythm of life. Practicing is essential to growth as a musician. Mr. Harmann will share more at each lesson about how to practice. The more a student practices, and practices using the correct tools, the better they will become. **Practice outside of lesson times is essential for growth as a musician. If practicing does not occur through regular check-ins to Tonara for a month, lessons may be discontinued.**

Performances:

There are no mandatory requirements for performing due to the fact that each student has his or her own unique characteristics, preferences, goals, and skills. A Spring and a Fall recital will be scheduled and participation is strongly encouraged, as well as participation in local festivals, contests, and other events in order to build confidence and for the student to have an opportunity to share music with others.

Other tools and apps

Tonara: All students will be given a login for the app Tonara, with a link to a step by step tutorial of how to set up the app. This will give information on what and how to practice, and students earn points weekly based on how many times they log in, practice and complete assignments. It is expected that students will regularly log practice time weekly through Tonara.

Piano Program Music Theory: Students will have access to Piano Program's Music Theory Course. Assignments will be given and progress will be expected.

Other games and apps: There are lots of apps, games and tools that can be utilized outside of practice time to reinforce music theory and music learning. Mr. Harmann will provide a list of suggestions.

Teacher Responsibilities:

The teacher has the responsibility to provide a positive atmosphere for learning. Specific goals will be established for each student. The teacher will continue to develop teaching skills by maintaining memberships in professional organizations, attending specialized workshops and educational programs, reviewing professional publications and engaging in other activities leading to professional growth.

Tuition

Tuition is an all-inclusive membership fee that includes:

- Weekly private lessons and periodic group classes (see calendar).
- Recitals
- Books and materials (including using technology at each lesson)

Lessons are 30 minutes in length. **The cost for lessons is \$120 per month, whether in person or online.** Monthly payments are due by the 1st of each month. There is a \$25 late fee if payment is received after the 4th. If tuition is still not received by the 14th, lessons are suspended until the account is settled. After 30 days, the student is considered dismissed and will lose their exclusive spot in the schedule and will have to re-enroll. The studio runs much like a private school and tuition is based on an average for the entire year (Sept-May). **Tuition is based on enrollment, not attendance, reserving your child's exclusive lesson time throughout the piano year, whether or not he/she attends each lesson.** There is no reduction of tuition for the months that have scheduled breaks (Thanksgiving, Christmas, Spring break). *If there are any financial issues, please speak to Mr. Harmann and an arrangement will be made.*

Registration Fee: \$60 annually or \$40 per semester

Registration fee is non-refundable. The fee covers the cost of a studio t-shirt for students, holds space for the student, and covers fees and other costs associated with

online billing.

Preferred methods of payment (in order of preference):

1. Payment through Stripe, accessible through
2. Cash payments

These are very simple, quick, and convenient methods of payments.

Keep in mind that payments are due BEFORE the 1st of each month. Payments made ON or AFTER the 1st are considered late.

Invoices will be sent on the 20th of each month, due the 1st of the following month.

Sibling discount: 50% off registration fee for 2nd child

Enrollment:

Students (or parent/responsible party if student is under 18) must complete and sign enrollment form. First tuition payment (annual or monthly) and enrollment fee is due before the student is considered enrolled.

There is no such thing as a temporary withdrawal or “break” from enrollment. Students are automatically enrolled for the next semester, unless 30 day notification is given before the end of the semester. Students who want to “take a break” from their lesson program will, unfortunately, forfeit their enrollment in the studio and will have to start over when they decide to come back. This involves paying the deposit and choosing from available times at that time. A student’s spot cannot be “held” without payment.

Withdrawal 30 days notice must be given if you wish to withdraw from lessons. No refunds will be given.

Dismissal A student may be immediately dismissed at any time for reasons including (but not limited to) those listed below. No refunds will be given.

- excessive absence or tardiness
- habitually late/nonpayment of tuition
- lack of lesson preparation, effort, or practice
- behavior or attitude problems

Summer In order to have consistent progress, all students are encouraged to continue lessons throughout the summer. Remember that learning music is not a skill that can be abandoned in May and resumed in September. Scheduling summer lessons will be shared in the spring. Participation in Summer lessons gives families the first choice of times in the following fall schedule.

Communication If you have any questions or concerns, you are welcome to come in and talk with Craig during the first few minutes of your child's lesson, rather than at the end, so as not to take up another student's lesson time. Also, you may call or text at any time (210)-527-7955, or send an email at harmannymusiceducation@gmail.com . During teaching hours, you may leave a voicemail and your call will be returned as soon as possible.

To the Student...

1. Practice at least 5 days a week.
 - a. 1st and 2nd year students should practice 20-30 minutes daily.
 - b. 3rd year students (and above) should practice 45-60 minutes daily.
2. Practice to accomplish something, not just for the time expected. You will be instructed on how to effectively practice.
3. Check in to Tonara regularly for messages and to earn points!
4. Bring all of your music to every lesson, or have it ready when you begin your online lesson.
5. Understand what you need to practice and never hesitate to ask questions.
6. Open and check your Tonara app before you practice!