

Prices and  
Schedules are  
Subject to Change.

## Frozen Music Productions Studio Policies and Tuition Plans Spring, 2009



**Monday, Tuesday,  
Wednesday and Friday  
Students' Tuition  
Plans are  
Outlined In Red.**

**Thursday Students'  
Tuition Plans Are  
Outlined In Blue.**

**Please Make Sure You  
Choose The Correct  
Payment Amount For  
Your Scheduled  
Lesson Day.**

### **PHILOSOPHY**

I believe in teaching a program of total musicianship – a program that encompasses instrumental skills, music reading, theory, technique, listening, and performance skills. It is a combination of these skills that makes my lesson time with each student relevant as well as fun. It is a method that will enable students to enjoy music on their own terms throughout their lifetime.

### **THE PARENT/STUDENT RELATIONSHIP**

The parental role in the context of music lessons is extremely important. Please encourage your child's musical development by scheduling his or her day so that there is sufficient time to practice; by delivering and picking up your child promptly at lesson time; by showing pride in the progress each child demonstrates; by taking time to listen to your child perform at home; by making sure he or she brings all required class materials to the lesson; and by attending semester recitals.

If parents drop students off, I ask them to return by the completion of the lesson. Students are welcome to wait in the main waiting room until their parents arrive. If I am asked to keep a waiting child in the teaching studio while teaching another student, I will do so for 10 minutes, after which I will bill according to my regular 30-minute rate. Please be considerate of students following your own child's lesson.

### **THE TEACHER/STUDENT RELATIONSHIP**

Parents bringing siblings of the student to the lesson are asked to wait in the side or main waiting room during the lesson.

**In the interest of building a teacher-student relationship, parents of new students are invited to sit in on the first three lessons. After that, I ask that parents wait outside in the waiting room in order that the student/teacher working relationship may be developed. Please feel free to discuss this policy with me.**

### **MATERIALS / REGISTRATION FEE**

The \$20.00 non-refundable materials fee covers the cost of music and theory books, plus additional materials (music assignment books, note-reading flashcards, xeroxed hand-outs, etc). As additional materials are required, I make purchases and apply the amount to the remaining balance. If any purchase amount exceeds the materials fee, I will discuss and approve further purchases with you. (This usually happens only in the case of a student who is advancing at a rapid pace.)

I am open to using previously purchased music, provided that I feel it addresses the needs of the student. Feel free to bring in music for me to look at so that we can arrive at a solution that meets the needs of everyone involved. Students using their own music are still required to pay the materials fee each semester.

## THE STUDENT CONTRACT

Please read the student contract carefully, sign and return it to me. I will sign the contract, keep the original and provide you with a copy. Please feel free to speak with me if you have questions regarding the contract.

### TUITION – SPRING SEMESTER, 2009 -- MONDAY, TUESDAY, WEDNESDAY and FRIDAY STUDENTS ONLY.

Lessons are scheduled to begin Monday, January 12, 2009 and will run through Friday, May 22, 2009 for a semester of 17 lessons, plus one make-up week. The averaged monthly payment schedule is based on the formula listed below. Three alternate payment plans are offered as well. Frozen Music Productions now accepts Visa and MasterCard.

### SPRING Semester – Monday, Tuesday, Wednesday and Friday Students ONLY.

1. One payment of **\$487.50** (\$467.50 plus \$20.00 registration fee), payable in full the first week of lessons;
2. One payment of **\$253.75**, payable the first week, and one payment of \$233.75, payable the fifth week of lessons (02/09/09);
3. Weekly payments; or
4. The monthly payment plan (see below).

One 30-minute lesson = \$27.50

\$27.50 x 17 lessons = \$467.50 (\$467.50, plus \$20.00 registration fee)

\$467.50 / 5 months = \$ 93.50 (**NOTE: First monthly payment is \$113.50 to cover tuition plus \$20.00 registration fee.**)

	<b>30-minute Lessons</b>	<b>45-minute Lessons</b>	<b>One-hour Lessons</b>
<b>January</b>	<b>\$ 113.50</b>	<b>\$173.00</b>	<b>\$190.00</b>
February	\$ 93.50	\$153.00	\$170.00
March	\$ 93.50	\$153.00	\$170.00
April	\$ 93.50	\$153.00	\$170.00
May	\$ 93.50	\$153.00	\$170.00

Please note that the monthly payment remains consistent, regardless of the number of weeks each month. The amount has been averaged to cover all five months of the Spring semester.

The make-up week of May 18-22, 2009 is not counted as one of the averaged semester weeks. If your child has not missed any scheduled lessons, but wishes to have a lesson this week, it will be invoiced separately.

**If lessons are terminated prior to completion of the semester, I will calculate the actual amount owed (as opposed to the average monthly payment). This amount may be more or less than the averaged monthly payment.**

## TUITION – SPRING SEMESTER, 2009 -- THURSDAY STUDENTS ONLY.

Lessons are scheduled to begin Monday, January 12, 2009, and will run through Friday, May 22, 2009 for a semester of 16 lessons, plus one make-up week. The averaged monthly payment schedule is based on the formula listed below. Three alternate payment plans are offered as well. [Frozen Music Productions now accepts Visa and MasterCard.](#)

### Spring Semester – Thursday Students ONLY.

5. One payment of **\$460.00** (\$440.00 plus \$20.00 registration fee), payable in full the first week of lessons;
6. One payment of **\$240.00**, payable the first week, and one payment of \$220.00, payable the sixth week of lessons (02/09/09);
7. Weekly payments; or
8. The monthly payment plan (see below).

One 30-minute lesson = \$ 27.50

\$27.50 x 16 lessons = \$460.00 (\$440.00. plus \$20.00 registration fee)

\$412.50 / 5 months = \$ 88.00 (NOTE: **First monthly payment is \$108.00, to cover tuition plus \$20.00 registration fee.**)

	<b>30-minute Lessons</b>	<b>45-minute Lessons</b>	<b>One-hour Lessons</b>
January	<b>\$ 108.00</b>	<b>\$164.00</b>	<b>\$180.00</b>
February	\$ 88.00	\$144.00	\$160.00
March	\$ 88.00	\$144.00	\$160.00
April	\$ 88.00	\$144.00	\$160.00

Please note that the monthly payment remains consistent, regardless of the number of weeks each month. The amount has been averaged to cover all five months of the Spring semester.

The make-up week of May 18-22, 2009 is not counted as one of the averaged semester weeks. If your child has not missed any scheduled lessons, but wishes to have a lesson this week, it will be invoiced separately.

**If lessons are terminated prior to completion of the semester, I will calculate the actual amount owed (as opposed to the average monthly payment). This amount may be more or less than the averaged monthly payment.**

### NO LESSONS DURING THE WEEK OF 9-13, 2009 – SPRING BREAK

### NO LESSONS ON THURSDAY, MARCH 26, 2009.

### LATE FEES

The student contract states that no lesson will be taught without payment. I try to be as flexible as possible to cover contingencies; however, the following late fees will now be assessed for any late payments:

Weekly Payments – Payments received up to one week late will be assessed a late fee of \$5.00, after which a late fee of \$10.00 will be assessed. Payments later than one week must be brought current before regular lessons will be resumed and may result in the loss of the scheduled lesson timeslot.

Monthly Payments – Payments received after the 10<sup>th</sup> day of each month will be assessed a late fee of \$10.00

## **PRICE INCREASE BEGINNING JUNE – (NOT JANUARY) -- 2009**

Effective June, 2009, the following tuition costs will be in effect:

Thirty-minute Lessons -- \$30.00;  
Forty-Five Minute Lessons -- \$50.00.  
One-Hour Lessons -- \$55.00.

**These increases are NOT effective for the Spring, 2009 semester.**

## **MAKE-UP LESSONS**

Because of my limited availability for rescheduling lessons during the regular semester, I have scheduled the week of May 18-22, 2009 as the Spring Lesson Make-up Week.

Please feel free to discuss the possibility of permanently changing a scheduled lesson time if you find it conflicts with other activities. All requests for schedule changes, weekly or permanently, are based upon my availability. No more than one lesson missed by the student, for any reason, will be made up. No lessons will be made up beyond the scheduled Make-Up week.

Full lesson payment is charged if you are away on vacation during a regularly scheduled lesson time during the semester. This payment will ensure that your lesson time is held for you.

Any lessons I must miss or reschedule will be made up. If I must cancel a lesson, arrangements will be made to reschedule the lesson during the week, or during the designated make-up week. **In the event of snow days that cause the cancellation of school, I will contact everyone by telephone to confirm that lessons that day will either be taught or cancelled.**

## **FEDERAL HOLIDAYS and SCHOOL IN-SERVICE DAYS**

Lessons **will** be held on all Monday holidays unless otherwise noted.

Lessons **will** be held on state holidays and school in-service days unless otherwise noted.

## **RECITALS**

Our recitals will be held in the Brooke Marston Recital Hall, in the Turnagain Arts Building. In order to accommodate all students, I will be holding two recitals each semester. Students and fans may attend both recitals, but students will perform in only one recital per semester.

Both Spring recitals are scheduled for Saturday, May 2, 2009, from 2:00 – 4:00 p.m. and from 6:00 – 8:00 p.m., at the Brooke Marston Recital Hall. During the second week of classes, I will ask each student/family return the enclosed recital reservation form in order to secure a spot in either the afternoon or evening recital.

**Recitals are required performances for all students unless other arrangements are made with me one month in advance of the recital.** I understand that time conflicts may arise; hopefully, advance notification of the recital date will assist you in helping a student avoid missing the recital. Performance and respectful participation as a co-performer and audience member are integral components of a student's musical experience. Please make every attempt to allow your child to participate in this event.

**This semester, I am accepting recital reservations on a first-come, first-served basis. If I have more requests for one recital time over another, I may elect only hold one recital at the time the majority of students are able to perform. Failure to turn in your recital form on time may result in your being placed in the less-filled recital time. Requests to change recital reservation times will be accommodated only as is possible to keep a balanced number of performers in each recital.**

Well in advance of the recital, I dedicate lesson time to discussion with the student regarding music selection, performance and recital format, as well as respectful behavior during the recital. I rehearse each student during his or her weekly lessons. It is important to me to attempt to diffuse any potential nerves or performance anxiety. Recitals are meant to be celebrations, and I try to instill that outlook in my students. I also rely on parents to discuss proper behavior as an audience member with the student, as well as siblings and friends who may be attending the recital.

**Please note: students who do not perform in the recitals may be ineligible for an end of the year award.**

### **PRACTICE TIME / STUDENT AWARDS / THE “CHALLENGE PROGRAM”/PUBLIC SERVICE PERFORMANCE**

Students are asked to practice a minimum amount of time each day. This time will vary with their age and skill level, but should be **no less than 20 minutes a day**. Each student receives an assignment book at the time of his or her first lesson. Parents are encouraged to review the assignment books; they contain weekly assignments, supplementary materials, general notes to parents and an area for the student to record his or her practice time.

The end of the year awards are based on student merit and successful, consistent progress and development. Each student will receive an award, except those students who do not attend recitals; however, the highest awards will be awarded only to those students who have shown consistent improvement throughout the year and who have participated in at least one public service performance.

The public service performance is a new opportunity for students to perform and to make an active contribution to their community. Public service performance opportunities will take place twice a semester and will involve a field trip to the Anchorage Pioneer Home or Providence Horizon House. Students performing at these events will be eligible for a special end of the year award.

Regular end of the year awards are based on the number of “challenges” successfully completed each semester and upon attendance and performance at each recital. “Extra credit” activities, including public services performances (church, school, etc.) outside of arrangements made by Frozen Music Productions, performance attendance (resulting in a short written “reaction report” of the concert), or student tutoring are examples of extra credit activities that will apply towards the year-end awards. This program is set up to encourage practice and learning that supplements and complements the regular lesson assignment, while also recognizing the demands placed on students in their regular school studies and other extracurricular activities.

### **CHANGES OF ADDRESS / TELEPHONE / E-MAIL**

Please be sure to keep me up to date regarding your current home address, your home and work telephone numbers and your e-mail address. This is imperative, especially during the winter months, when I will be contacting you regarding any weather-related schedule confirmations or announcements.

## HOUSE RULES

Please note that the Turnagain Arts Building, Turnagain Community Arts Alliance and Frozen Music Productions have instituted new rules for students and parents attending lessons in the Turnagain Arts Building. These rules have been put in place to protect students in the building before and after their lessons. Please feel free to contact me if you have questions or concerns.

**1) Children under the age of 15 must be attended by a parent or responsible adult at all times. Turnagain Community Arts Alliance and Frozen Music Productions cannot be responsible for children left unattended in any area of the building.**

**2)** If at all possible, please walk your child into the lesson rather than dropping him off. We have had several occasions in the building of children arriving for lessons at the wrong time or on the wrong day. Turnagain Community Arts Alliance and Frozen Music Productions cannot be responsible for children left unattended who have no scheduled lesson.

**3)** If I am asked to keep a waiting child in the teaching studio while teaching another student – **or if I feel it is necessary to do so** -- I will do so for 10 minutes, after which I will bill according to my regular hourly rate of \$50.00 per hour.

**4)** The Turnagain Arts Building has rules of conduct for students while they attend lessons. It is my intention to encourage students to enjoy themselves and their music. In lessons, we are frequently loud and very active. That is part of the fun; however, all activity is directed, managed, and geared toward the musical lesson. Outside of class, I expect each student to conduct themselves quietly and with appropriate behavior.

**5)** There are three waiting areas for students: the kitchen, and the main waiting room (down the hall from my studio), and The Brooke Marston Recital Hall (upstairs). Students are not allowed, at any time, to wait in areas of the building outside of these three areas, or to wait in the parking lot.

**6)** All students are required to wash their hands before their piano lesson. Please make every effort to assist your child with this task, especially following after-school/pre-lesson snacks. I have anti-bacterial soap lotion in the studio and will ask your child to wash his/her hands in the studio if this has not been done prior to the lesson.

**7)** Frozen Music Productions reserves the right to refuse service to anyone.