



**FUN KEY MUSIC ACADEMY
HANDBOOK
2015-2016**

Welcome!

I am so excited to start lessons with you this year! We have a lot to look forward to! Please take time to familiarize yourself with the handbook, and please let me know if you have any questions. I am happy to answer them for you!

ATTENDANCE/MISSED LESSONS

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. Please be assured that your tuition pays for far more than the weekly time spent with your child. Please read the brochure titled "Where Does My Tuition Go?"

The teacher does not assume financial responsibility for any missed lessons on the student's part. There are no credits, refunds, pro-rating, or discounts given for missed lessons due to illness, sports, extracurricular activities, vacation, field trips, appointments, etc.

If I am unable to teach the promised number of lessons, I will offer a make-up lesson or credit/ refund your tuition.

MAKE-UP LESSONS

Make-up lessons are limited to ONE in any given semester (when 24 hour notice is provided); they may not be "carried over" from one semester to another. If a make-up lesson is missed, it will not be rescheduled or refunded. Make-up lessons are not guaranteed and are at the sole discretion of the teacher. Make-up lessons are not guaranteed to be private lessons.

Before asking for a make-up lesson, please use the lesson swap list. When an unavoidable conflict arises, you have the option to "swap" lesson times with another family. The swap list will be given out every fall once the fall schedule is finalized.

GROUP LESSONS

Group lessons are a time for students to get together and have fun participating in musical activities that are not always possible in a one-on-one setting. Benefits of Group Lessons are listed on the Fun Key Music website.

The 2014-2015 lesson calendar includes six group lessons that will be held on the following weeks: August 10-14, October 26-30, December 14-18, February 22-26, April 25-29, and May 9-13.

During these weeks, there will be no regular lessons. Group lessons will replace the private lesson. There are no make ups for group lessons. If you can attend another scheduled group lesson, you are welcome to do so; otherwise you will miss the benefit of that group lesson.

PAYMENT OPTIONS

Cash or checks are accepted, due one month in advance, at the first lesson of the month. You may also write out twelve post-dated checks for the year. Another option is to set up automatic bill pay from your bank account, and your bank will mail your payment directly to me. The bank does not charge for this service or for postage. If you have a PayPal account, you can make a payment through that service as well.

If you forget to bring your check to the first lesson of the month, you may send it to:
Fun Key Music
43 Huntsman Trail
St. Peters, MO 63376

PERFORMANCE OPPORTUNITIES

Throughout the year there will be several performance opportunities available to students. These are highly encouraged, but not required. Students are welcome to invite family, friends, and neighbors to these events. Students also have the opportunity to participate in festivals including the Parade of American Music and Mid America Music Association. Students will play for their peers at each of the 6 group lessons and there will be a nursing home concert around Christmas.

TECHNOLOGY LAB

The technology lab is a place where students can reinforce what they are learning in weekly lessons. There are computer software programs, websites, and new this year---the Listening Lab! Each of these includes topics such as music theory, music history, composer study, note reading, rhythm drills, and much more! This is an investment that the studio has made to benefit the students, and students are expected to spend time in the lab EACH week. Please arrange for students to come early, stay late, or spend time (15-30 minutes) in the lab during a sibling's lesson.

INCLEMENT WEATHER

In case of inclement weather, Fun Key Music will follow the closings of the Fort Zumwalt School district unless otherwise stated. Please contact your teacher before driving to lessons on a snow day. If lessons are cancelled due to weather, make-ups may be in the form of a private or group lesson.

SUMMER LESSONS

Six summer lessons are included in the yearly program and are a part of yearly tuition. Summer lessons will keep students growing in their studies and retain their skills and memory during the summer months. These lessons are more flexible than during the school year and can be fit in according to your summer schedule.

REGISTRATION FEE

A Non-Refundable \$25 Studio Fee per student is required for each academic year or whenever you begin piano lessons. The Studio Fee enables the studio to provide students with loaner music, incentives and rewards, theory games, lab materials, software and updates, miscellaneous handouts, etc. This also includes a monthly subscription to MusicLearningCommunity.com, an online theory program that students will have access to from the studio and at home.

MEDIA POLICY

During student and group gatherings, recitals and other performances the teacher reserves the right to use video recording or to take photographs of students for use in the studio newsletter, advertising materials, YouTube, FaceBook and/or studio owned websites, or presentations/workshops at professional development events. Photos taken by the teacher OR that are shared with the teacher become the property of the studio and can be used at the discretion of the teacher in regards to the studio. Student's full last name will not be used with photographs unless specifically asked.