

Woodside Piano Studio Policies and Policy Contract

Teacher: Katie Woodside

Phone: (701) 426-5827

- **Materials:** Students should bring a medium-sized notebook and any lesson books as needed. At home, please make sure your student has an 88 weighted-key piano or keyboard with a foot pedal and a bench at the appropriate height, or trumpet for regular practice at home. Having a space where your student can practice with few distractions is very important for practicing. I also recommend putting all books and materials in a bag designated for lessons. Trumpet students will be required to have a mouthpiece and potentially other trumpet specific materials as needed.
- **Practice Expectations:** Consistent practice is the key to progress, so please encourage students to practice every school day. Many families find it helpful to make practice part of the regular homework routine.
- **Parent Responsibilities:** Please ensure your child arrives on time and prepared for their lessons with all their materials. Parents should also ensure that students are practicing all of their assignments every school day. I also highly recommend encouraging and praising your students, which will encourage progress and success. Parents are also responsible for getting payment to the teacher at the agreed upon payment times.
- **Arrival at Bethel or Martin Luther School:** When students arrive, they'll need to wash their hands so we can keep the church clean and instruments in good condition. Students need to bring all of their books and any other required materials. Please

plan to arrive right at your scheduled time (no more than 5 minutes early), as I may be teaching another student before your lesson, and Bethel or Martin Luther School may be used by other members during the same time. If siblings are also taking lessons and can sit quietly with either homework or other quiet entertainment, they are welcome to wait during the other child's lesson. For younger siblings who need supervision, please plan for them to stay with you until their lesson time.

- At home lessons: Students should be ready for their lesson at the scheduled time. It is expected that during lesson times, a quiet and calm environment is available.
- During the lesson: Students are expected to be attentive and interested in learning. Phones should be silenced and in a backpack, or left with a parent.
- Pickup: Lessons end promptly at the scheduled time. Please be ready to pick up your student right after their lesson. Fees may incur for late pickup. This helps me stay on schedule for all families. If you have questions about your students' progress, the best way to discuss this would be an email, text, or phone call as I may have a lesson directly after your students.

Payment includes

- 42 weeks of lessons.
 - This is based on 39 full weeks in the BPS school schedule with the week of Thanksgiving, the weeks of and after Christmas off. There will therefore be approximately 36 lessons during the school year.

- There are 4 teacher “flex” weeks where I would be able to cancel lessons for emergencies, severe illness, or family responsibilities.
- There will be at least 6 summer lessons per student. If flex weeks were used, the total number of flex weeks will be added to the summer schedule so up to 10 summer lessons.
- There will be three weeks during the summer with no lessons to account for the extra three weeks of the year.
- We will have lessons on Veterans Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, and Easter Monday. If you want to take these lessons off, let me know, but I will not be able to refund these lessons. No lessons will be held on Labor Day.
- Two recitals
 - Recitals include the opportunity to present students' progress to family, friends, and studio peers along with an opportunity to play in a professional setting.

Tuition is based on enrollment and not attendance and reserves your students exclusive lesson time throughout the school year. Please reserve and prioritize this time in your family's schedule. I reserve the right to adjust tuition at the beginning of each school year. I will recommend the appropriate length of lessons for each student.

- Summer lessons: will be totaled after flex weeks are determined, and families will be given a spreadsheet to fill in the appropriate number of lessons throughout the summer. This way your family and my own family will be able to curate a lesson

schedule through the summer that can cater to vacations, camps, and other activities. If exceptions need to be made for extended vacations or anything else, just speak with me and we will find a schedule that works for your family and I. Not only does the teacher feel strongly about the value of continuing the student's musical education throughout the summer months, but the teacher depends upon a regular income throughout the summer months. This is why summer lessons are included in tuition.

- **Recitals:** We celebrate progress with recitals each school semester on Thursday evenings. Student participation is expected, with at least one parent required to attend. Families are warmly invited to attend. If an unavoidable conflict arises, we'll work together to find an alternative way for your students to share their music. We have one recital before Christmas and one towards the end of the school year. Additional opportunities to play for senior centers or nursing homes may be available throughout the year but are not required. Participating is encouraged as many of the residents truly enjoy listening.
- **Payment and Fees:** Payment (cash or check) is invoiced at the end of each month. Payment is due one week after the date of the invoice. Each missed payment will add a \$20 late fee for a missing payment. If pickup is delayed more than 5 minutes, a late pickup fee of \$10 will apply, increasing if the delay is longer.
- **Missed Lessons:** If a student is late for a lesson, the lesson will still end at the scheduled time. If a student misses a lesson with no notification, I will not refund that lesson. If a student needs to miss a lesson for some reason, I need to be

notified at least two days in advance. If a student is sick, please notify me as soon as possible and stay home from the lesson. I will have makeup availability during the summer of up to one extra lesson if a student needs to miss a lesson at some point during the school year.

- Discontinuing Lessons: If you plan to discontinue lessons, please provide at least two weeks' notice so I can adjust my scheduling. At the discretion of the teacher, students may be dismissed at any time if they have unpaid tuition, an excess of absences or unprepared lessons, or if they show a lack of interest.

Parent hereby consents to and authorizes Woodside Piano Studio to capture and use video-audio recordings and photographic images of their child(ren) of his/her/their musical performance(s) or quoted statements in print, electronic, or online media, for educational and promotional purposes only, and without any compensation to parent or child(ren).

Students will not be personally identified without further parental permission.

I agree/disagree with the media consent as presented above.

Printed Name

Signature

Date

Agreed upon lesson time

Weekly Lesson Time: _____ 2026-2027 Term

Please sign below to agree with the above policies.

Student

Printed Name	Signature	Date
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Student

Printed Name	Signature	Date
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Student

Printed Name	Signature	Date
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Parent who will be responsible for student's attendance and payment

Printed Name	Signature	Date
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Teacher

Printed Name	Signature	Date
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