

**2016-2017 Studio Handbook**  
**Robin Anderson's Voice & Piano Studio**

Now in its eighth year of service, [Robin's studio](#) offers lessons to vocalists (all levels, ages 10 and up) and pianists (beginning-intermediate, ages 6 and up). The studio is a safe environment where every student can grow their skills, develop their inner musician, and become a life-long learner and lover of music. Lessons are designed with each student's interests, goals, and learning methods in mind.

- Students are required to practice consistently and efficiently! Without solid practice, you won't progress.
- Students are expected to maintain lessons at least half-time in the summer in order to reserve their spot and be given scheduling preference each fall. Families electing to take the summer off will need to apply as new students and rejoin the wait list.
- Please arrive and leave your lesson on time. Any missed time due to tardiness will be forfeited. Family is welcome to sit in the waiting area for the duration of lessons (seating is available for two). No unsupervised children other than studio members, please.
- Students, please keep cell phones out of sight. Water is permitted in covered containers. Have all your music in a binder or folder along with a blank notebook and a pencil. Bring all materials to each lesson.
- If a student or parent decides to leave the studio, a two-week notice is required; any advance payment is non-refundable.

**Tuition & Payment**

Per Semester: \$400

Yearly registration: \$25

**Payment Plans**

Monthly: \$100

By semester: \$380 (5% off)

- Tuition is due on or before your first lesson of the semester and includes:
  - A reserved 30-minute time slot for 13 weeks
  - All group activities and studio classes (2-4 / semester)
  - Recital fees (1/semester)
- Tuition does not include contest or competition fees
- All payments are non-refundable
- Lessons are billed on a 4-month tuition system; September - December and February - May.
- There is a \$25 registration fee per year per student, due with your first semester payment. This covers the cost of maintenance, additional copies, worksheets, handouts, and the lending library, and will save you from having to purchase many materials. In some instances, I may request that separate materials be purchased. In these cases, I will aid in the process of locating these materials for reasonable prices.
- Any payment received after the 10th of each month will be assessed a fee of \$5 per day.

- There is a \$25 fee for returned checks.
- A referral bonus of \$25 will be given to current studio members for each new family recruited.
- Non-payment, excessive tardiness, lack of practice, or one or more “no-shows” are unacceptable. I reserve the right to dismiss non-compliant students or families from the studio.

### **Scheduling (2016-2017)**

#### **FALL 2016: Tuesday, 9/6 - Friday, 12/9**

- Saturday, 9/24, 10:00am: Farmer’s Market Showcase with Sergel Music Studio, Ukulele Fight Club & The Upsides
- Saturday, 10/15, 10:00am: studio breakfast and performance party
- Monday, 11/21 - Friday, 11/25: Thanksgiving Break (no lessons)
- Friday, December 2nd - Saturday, December 3rd: performance taping with CAT TV
- Monday, 12/12 - Friday, 12/16: makeup week

#### **SPRING 2017: Monday, 1/30 - Friday, May 5th**

- Monday, 3/27 - Friday, 3/31: Spring Break (no lessons)
- Monday, 5/8 - Friday, 5/5: makeup week
- Group activities and recital TBD by January 2017

### **Makeup Policy**

Do not let this policy scare you off! There are always exceptions for extenuating circumstances, and I am happy to take those into account should anything ever happen that might interfere with your lessons.

Lessons are a firm commitment for at least thirteen weeks at a time. If this policy seems stringent, it is because I strive to be the best teacher I can for my students while providing consistency and security for myself. I encourage all current and prospective students to read "[Makeup Lessons From An Economist's Point of View](#)" to gain insight into the topic.

- Lessons missed due to student conflict / illness / vacation will not be rescheduled or refunded. This includes musicals, other recitals, tech rehearsals, district/state music festival, family vacations, schedule mishaps, sporting events, etc. Please understand that your tuition includes a weekly time slot that cannot be re-sold; asking for a makeup lesson is asking me to produce extra teaching time in an already booked schedule. Choose a lesson day and time you are relatively confident will have little or no conflicts in a thirteen-week period. If you have to miss your lesson, I will gladly devote the time to planning your individual musical success by locating and securing repertoire, making recordings, or even a phone or facetime consultation with students or parents. Consider taking advantage of a group activity to compensate for missed time.
- Please provide 24 hours’ notice when canceling lessons. This allows me to better plan and manage my teaching day.
- For planned conflicts, I can offer a lesson switch; please contact me to arrange one. Switches are not guaranteed and are available according to other family’s schedules.
- If I have to cancel, a makeup lesson will be offered during the flex week at the end of each semester, or a mutually convenient time. If neither of these options are available, a credit will be applied to the next month’s invoice.

- In case of inclement weather, check the studio website, facebook page, call, or text the studio line (573-694-5906). The studio does not operate according to the school calendar for weather (usually the streets are passable by afternoon studio hours). Lessons canceled for inclement weather are not subject to be rescheduled or refunded.

### **Where Does My Tuition Go?**

My commitment to yours or your child's musical development is a full-time effort and goes beyond the time slot for which you pay. Your tuition fees include:

- Instruction in piano, voice, theory, listening, sightreading, performance, composition, and musicianship.
- A guaranteed weekly time slot in my studio that cannot be re-sold.

Preparation and planning for each lesson:

- Planning and searching for appropriate and varied repertoire
- Purchasing and/or copying music
- Securing recordings of repertoire and/or finding quality recordings on the internet (which saves you from having to purchase CDs)
- Designing and implementing individual activities and lessons
- Developing and maintaining practice contracts, practice logs, and individual goals
- Preparing worksheets, handouts, and information materials

Providing performance and group learning opportunities

- Planning and organizing events and recitals
- Preparing recital programs
- Shopping for and purchasing reception refreshments
- Collaborating and arranging rehearsals with a skilled accompanist
- Seeking and providing information on concerts, performances, and auditions that may be of interest to students and families
- Securing space for group lessons and recitals

Managing the business

- Keeping accurate records of lessons and activities
- Bookkeeping for tax purposes
- Keeping the website current
- Business and professional licensing
- Recruiting and maintaining a wait list of potential students
- Business costs
- Maintenance of a professional quality instrument (biannual tuning and repair)
- Utilities, internet, phone, printing services, a clean restroom facility and studio entrance
- Computer software and maintenance on current computer and sound equipment
- Purchase of all teaching books and repertoire I use in lessons
- Developing and distributing advertising materials

Professional Development

- Professional memberships and subscriptions to scholarly music journals
- Keeping up to date with the latest music methods books and software
- Collaboration and networking with other independent teachers and musicians

- Practicing and keeping my own performance skills up to par
- Attending professional development workshops and conferences