

# VIVACE PIANO STUDIO

## Studio Policy

*Welcome to Vivace Piano Studio!*

### **REGISTRATION:**

To book your spot, please complete your registration by signing the agreement and waiver along with your registration fee (non-refundable). This secures your spot in the studio for the contract option you selected.

### **ATTENDANCE:**

It would be great if every lesson could be attended, but I know that things come up. If for some reason your student is unable to attend a lesson, please give me at least 24 hours notice as a courtesy.

***Make-ups will not be given for any reason.*** The time scheduled for each student's lesson is reserved for his/her/their exclusive use. Missed lessons will not be carried over into the next month. Should you need to cancel, always notify me as soon as you are able. If others cancel with adequate notice, occasionally I am able to offer other canceled spots as they pop up on the schedule, but these are rare and not at all guaranteed. I am a fully booked studio, and if everyone attends their lesson, there is literally no time left in the week to provide extra lessons.

I know sports may sometimes conflict, but it is your responsibility to make it work. *I am still a competing athlete myself*, and I promise you it is possible!

With all of this being said, I will do my best to connect you with spots that may become available if you have an emergency. If for some reason I have to cancel on you (sick or emergency), I will always provide a makeup lesson if available or credit the missed lesson towards the next month's tuition.

**SCHOOL CLOSINGS & INCLEMENT WEATHER POLICY:** During the school year, we follow the Edmond Public Schools calendar, so if there is no in-person school, there is also no piano lessons that day unless stated otherwise.

In the event of dangerous weather, if Edmond Public Schools are closed, we will not have lessons. If it seems unsafe at the studio location, we will not have lessons. I maintain the right to cancel for safety reasons in the event of hazardous weather.

**LATE POLICY:** If you are 7+ minutes late to your half hour lesson, or 10+ minutes late to your hour lesson with no contact, you forfeit your lesson that week. I will assume you were unable to come to your lesson.

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## **SEMESTER CONTRACT v. NO-CONTRACT LESSONS:**

*(please refer to p.10 for more details)*

A Semester Contract Agreement is a commitment to the full school semester (August through December, or January through May). This means that you commit to lessons the full five months and receive the benefit of a discounted rate. Should you decide to stop lessons during this period, you are still responsible for your commitment through the end of the semester, meaning you will be billed through the end of the contract.

A No-Contract Agreement is on a month to month basis. You may enjoy this flexible option at regular lesson pricing and registration fees. This means that if you choose to stop lessons, you only have to give a 30-Days notice of termination and will only be responsible for any billing that happens within the 30 Day period.

## **SINGLE SESSION CANCELLATION/TERMINATION OF NO-CONTRACT POLICY:**

*(See above)* If you need to cancel your lesson, please call 24 hours ahead of time if possible as a courtesy. Makeup lessons are not provided unless I cancel on you.

If you decide to discontinue piano lessons, please provide 30 days notice. If 30 days notice is not given, one month's tuition will still be charged as an exit fee.

## **Books/Materials:**

It is the responsibility of the student/parents to provide materials or books required for lessons. Usually new books and materials are needed once every semester, but may vary depending on the student's progress.

## **Payments:**

Each payment is due the 1st of every month\*. *If payments are more than a week late, there will be an additional \$20 late fee for each week past the due date, and if a payment is not made after 3 weeks, the student's lessons will be terminated and their time slot given to a student who is on the waiting list.*

\*Single session rates: payment is due at each session.

\*Cash and checks are accepted. Checks can be made out to Jessica Headley.

\*PayPal, Venmo, Cashapp, and Square are also options, just contact me directly.

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## Recitals:

I always encourage my students to attend and perform in recitals. It is a great way for the student to experience performing and listening to music from other students. Attendance is not required for recitals, *but it does count for TWO attendance credits*. Recital is CRUCIAL to the learning and development of pianists. Please do your best to have your student attend and participate, even if they feel nervous! (We actually spend time every year approaching performance anxiety and techniques to overcome it)

I do my best to schedule our recitals towards the end of every school semester. Venues may vary, but I will make sure to provide the address and directions to each recital venue.

## Recital Etiquette:

Here are a few guidelines to prepare for your student's recital. If your student is performing in recital, I would ask that the student and family would stay for the entire recital. In a performance environment, it is considered very rude to leave soon as your child plays. It is also not fair to the students performing towards the end of the program when their audience keeps leaving throughout the recital. Please do not think that dropping off your student to recital without a parent or adult family member is acceptable. Students need lots of support from their parents and family at these events! You will be so proud and enjoy every moment!

Also, it is required for each performer to be in appropriate dress for the event. Usually girls wear a dress or something nice enough to be an equivalent of a dress and boys usually wear slacks and a nice shirt. Jeans are too casual. All of these suggestions are for the benefit of your student. It is important for the recital experience to be as professional as possible. It is also meant to be fun and rewarding; recitals are incredibly important to the progress and musical development of the students.

**Adult Students:** YES. YOU need to play at recital. Don't plan on being sick that day, or have a work "thing." If a 6-year old can do it and survive, SO CAN YOU!! Kids need your good example!

## Group Lessons:

(worth 1 attendance credit)

We will often have group lessons a couple of times throughout the semester. These are not mandatory, but are the *equivalent value of a private lesson attendance*. Group lessons are important sessions geared to enrich the piano experience. In group lessons, we go over musical aspects that include composers and music history, ensemble repertoire (such as duets) along with the occasional field trip. Most group

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lessons are broken up into age groups, but if there are siblings in separate age groups, they are free to both attend the same session.

## **Student & Parent Expectations:**

### **Preparation:**

Students are expected to have all books/materials with them at their lesson. If student comes unprepared they will be sent home at my discretion. If student has failed to practice or show interest in lessons for more than 2 lessons, they will be sent home and will have a meeting scheduled to discuss if they should continue lessons. (This means that the student is not willingly participating in lessons and has no interest to improve).

### **Nails:**

Students MUST keep their nails short in length. If students come to lessons with long nails, they will not be allowed to touch the piano. Long nails causes damage to the piano as well as hinders the student's ability to play the piano with proper technique. This is a zero tolerance rule. Long nails will be sent home.

### **Respect:**

Respect- I give you my utmost respect at all times. I deserve to be treated with respect from both students and their parents. Anything less is unacceptable, and will result in dismissal from my studio.

### **Waiting List:**

Students on the waiting list will be offered openings in the order of who is on the list. If you are 3rd in line, you will be 3rd to be contacted as openings arise. If an opening doesn't work for you, you keep your place in line, or move up as others ahead of you book a spot.

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## *Welcome Note from Jessica:*

Welcome! I am so excited to be teaching you or your child! Each student is very important and I hope to provide the perfect environment for you or your student to grow as a musician. Please know that you will be given quality instruction and that the priority of this studio is to help each student reach their goals and exceed them.

Also, please realize that piano lessons is a serious commitment. Without support and consistency, your student will absolutely struggle. The piano is one of the most difficult instruments to learn. It takes on average, about 7 to 8 years for a piano student to begin to play at a comfortable and early advanced level. This isn't an undertaking that can be mastered in a year. Piano requires a lot of love and discipline.

Learning the piano is immensely rewarding and worth every moment of it, but every student will come to a point in their learning process where they will want to quit because it feels too difficult. I personally wanted to quit every 3 or 4 years until I was in high school. I hope that you will encourage and be encouraged to stick with it, because it is most definitely worth the efforts you put into it. I am so thankful that I persevered through the tough phases because it has been the most rewarding skill in my life.

I take piano very seriously because piano lessons are more than just learning about music, it's about learning self-discipline, focus, patience, motivation, and self-expression. Piano lessons teach life skills such as long-term commitment, a drive to work harder and accept challenges, organization, self respect, and confidence. All of these things are important qualities to have in the future. Because music is so much like learning a new language, there is so much that can be communicated through music, such as emotions, pictures, stories, etc. Music can be an excellent way for you or your child to be expressive. Opening up to the world of music will only benefit and nurture the piano student, whether they are 3, or 93.

I always wish the BEST for my students and treat them each as if they are my greatest student. I hope that you will have the best experience possible in this journey to learn the joys of music and how to play the piano. May piano bring your family as much joy as it has brought me!

Sincerely,  
Jessica Headley

[jessica@vivacepianostudio.com](mailto:jessica@vivacepianostudio.com)  
[www.vivacepianostudio.com](http://www.vivacepianostudio.com)  
405.708.9559

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## **COVID-19 UPDATE:**

### **VIRTUAL LESSONS:**

We have resumed **in-person lessons** as our primary format. I will continue to offer virtual lessons **only** for emergencies and approved circumstances such as illness or exposure to illness.

### **STUDIO LESSONS:**

#### **SAFETY REQUIREMENTS:**

•If you have recently been sick, or you've been exposed to COVID-19, out of respect for Jessica Headley and the students she works with, we ask that you *reschedule your lesson or do a virtual lesson instead*. **This ALSO goes for colds, fevers, and stomach viruses. Do not come to piano lessons if you are any type of sick.** If you have had a stomach bug in the household recently, Jessica WILL catch it. Don't spread it please.

•Face Masks: Face masks are no longer required. You are welcome to wear them still if you prefer.

•Please make sure you do not have a fever or any symptoms of COVID-19 (or any kind of contagious virus) before your lesson. *Visit to the CDC website to view list of symptoms.*

**•Upon arrival, please wash your hands with soap for more than 20 seconds. Do this even when the pandemic is over.**

•Visitors/guests in your lesson- Siblings and parents are allowed to join us in the studio lesson (if everyone can be quiet and respectful of the learning environment). Families are now welcome to wait in the lobby area as well.

•Please note that the waiting area is still small and limited (only 3-4 seats usually), so families are always welcome to stay in their vehicle while they wait for their student's lesson if there isn't enough room.

## Waiver/Release of Liability (2 pages)

Participants agree to conduct activity upon the premises so as not to endanger any person lawfully thereon; and to indemnify and save harmless Jessica Headley, Vivace Piano Studio, and 700 W. 15th St. against any and all liability for damages arising from accidents or intentional torts, or torts based on negligence while piano lessons and activities are being conducted by the Permittee, its employees, its contractors or subcontractors, its agents, members, or guests. Any child or children under the age of 18 will be held responsible by the parents/guardians of the child/children for the duration of the events or appointments. *This includes COVID-19 and the possibility of infection/accidental infection/spread/etc. (see statement below).*

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing.

I further acknowledge that Jessica Headley, Vivace Piano Studio, and 700 W. 15th St. has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that Jessica Headley, Vivace Piano Studio, and 700 W. 15th St can not guarantee that they will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, studio staff, and other studio clients and their families.

I voluntarily seek services provided by Jessica Headley, Vivace Piano Studio, and 700 W. 15th St and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while attending my appointment.

I attest that:

\* I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

\* I have not traveled internationally within the last 14 days.

\* I have not traveled to a highly impacted area within the United States of America in the last 14 days.

\* I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.

\* I have not been diagnosed with Coronavirus/Covid-19 and not yet cleared as non contagious by state or local public health authorities.

\* I am following all CDC recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19.



I hereby release and agree to hold Jessica Headley, Vivace Piano Studio, and 700 W. 15th St harmless from, and waive on behalf of myself, my student, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the salon, or that may otherwise arise in any way in connection with any services received from Jessica Headley, Vivace Piano Studio, and 700 W. 15th St. I understand that this release discharges Jessica Headley, Vivace Piano Studio, and 700 W. 15th St from any liability or claim that I, my student, my heirs, or any personal representatives may have against the studio with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from Jessica Headley, Vivace Piano Studio, and 700 W. 15th St. This liability waiver and release extends to the studio together with all owners, partners, and employees.

Signature: (print, sign, date) \_\_\_\_\_

I \_\_\_\_\_ also understand and agree to the liability release and waiver and agree to all other items and contracts listed in this Studio Policy:

Name of student(s): \_\_\_\_\_  
\_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

CONTACT INFO:

EMAIL (for studio updates and important info):

PHONE:



**Please select which option works for you:**

- Semester Contract Agreement - Monthly
- No-Contract Agreement - Monthly
- Single Session Drop-in Lessons
- 5 Month Full Semester Payment Option

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**AMOUNT DUE:** \_\_\_\_\_

**AMOUNT PAID:** \_\_\_\_\_

I \_\_\_\_\_ understand and agree to the rates and terms of the contract I selected.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## **MORE INFO ABOUT CONTRACT OPTIONS:**

### **Semester Contract Agreement:**

The Semester Contract Agreement is a commitment to the full School Semester (5 months, Jan-May, or Aug-Dec) at a discounted rate. This means that lessons will be reserved for the entire semester and payments will be due for the entirety of the agreement until the semester has ended. If you wish to cancel lessons during this period, you will still be responsible for paying for the remainder of the semester. You benefit from a discounted rate and discounted registration fees for committing to the whole semester. This agreement can be billed monthly or the whole semester up front, whichever is most convenient for you.

### **No-Contract Agreement:**

This agreement is for single/drop-in sessions, or weekly lessons (billed monthly) at regular pricing and regular registration fees. If you decide to discontinue lessons, you must submit a 30 Days Notice of cancellation via email to [jessica@vivacepianostudio.com](mailto:jessica@vivacepianostudio.com). If you are supposed to be billed within the 30 Day time frame, you will still be responsible for a final payment.

### **Weddings & Events:**

Each private event is customized to your specific needs. Please refer to your contract & agreement at the time of your event booking. Should you have any questions regarding your contract, please email me at [jessica@vivacepianostudio.com](mailto:jessica@vivacepianostudio.com).