

2010 Studio Policy and Registration Form for Students of Noreen Wenjen

1. **Expectations:** Each student must have an acoustic piano, with maintenance and tuning 1-2 times a year, a metronome, an assignment book, and a specific time set aside daily for practice. Each student agrees to keep a daily record of practice and to prepare the complete lesson assignment each week. Attendance at monthly workshops and recitals is mandatory. Parental support is necessary for the success of a young student. Students under the age of fifteen must be accompanied by a parent at each lesson, unless prior arrangements are agreed upon.
2. **Student Agreement—I agree to:** 1) **Keep a daily practice record** 2) **Practice daily (6 or 7 days a week)** 3) **Prepare the complete lesson assignment each week** 4) **Keep nails cut short** 5.) **Attend and perform in monthly workshops**
3. **Student’s signature:** X _____
4. **Lesson Attendance:** There will be no make-ups or refunds for missed or canceled lessons. I have scheduled full teaching days and am unable to extend my schedule. I have reserved a special time each week for your lesson. Please make it a priority to attend your lessons. Advanced notification of a student’s absence is requested as a courtesy, but does not exempt the student from payment as contracted. Due to a lengthy waiting list, monthly lesson times will not be reserved without full payment. **Tardiness:** A specific day and time is reserved for you. Please arrive promptly for your scheduled lesson time. If you arrive late to your lesson, you will only have the remaining lesson time.
5. **Teacher’s illness or absence:** Noreen Wenjen is entitled to one week of sick time per year. Students will be notified of the cancellation as soon as possible, and the cancelled lessons will not be rescheduled or refunded.
6. **Tuition:** WPS is a year-round program and follows a school type of schedule. Tuition is due and payable on the 1st day of each month and is based on the fee for 44 private lessons, 8 performance workshops, and includes administrative time and teacher prep and attendance for events. Breaks and holidays have been excluded from fees. Lessons will not be held on most bank holidays. Fees are not refundable. Tuition is due on the **first** of EACH month beginning in January and continuing through December. **June Recital & Additional Events:** A **\$13** recital fee is due the first week of June from all students to cover the costs of printing programs and setting up recitals. Additional fees are required for participation in other local, state, and national music events.

Monthly Tuition for 2010

30 minute piano lessons: \$195/month
 45 minute lessons: \$293/month
 60 minute lessons: \$390/month
 75 minute lessons: \$489/month

- 6a. **Late fee:** Tuition is due the 1st day of each month. A Late fee of \$15 will be charged automatically to any payment received after the 7th of that month. An addition late fee of \$20 will be automatically charged to any payment that is not received by the 15th of that month.
- 6b. **Bounced Checks:** A **\$30 fee** will be charged to any check returned by your bank for any reason.
- 6c. **All checks are payable to Noreen Wenjen. Checks may be paid at the first lesson before the 7th of the month. Checks may be mailed to Noreen Wenjen to the Torrance studio. Please email Noreen for the address.** Cash is also accepted, but please do not send it in the mail. Checks may be sent automatically to my mailing address through your online banking, usually free of charge.

7. Termination of Lessons: Notice of lesson termination must be given in writing, via mail or email, not verbally over the phone or answering machine, 4 weeks in advance. Students do not have to attend lessons for the 4 weeks after notice has been given, but are responsible for the payment of the next 4 weeks. Lessons may be terminated at the discretion of Noreen Wenjen for any reason, and for lack of practice, frequent absences, behavioral problems, delinquency in payment of fees, or failure to abide by the studio policy. A two-week notice will be given by the teacher. Fees are non-refundable. _____ (please initial)

8. Use of photos for publicity or website: Students photos may be posted on the www.wenjenpiano.com website. I agree to allow the photos of my child to be posted on the website. _____ (please initial)

9. **Agreement:** I have read this WPS Studio Policy 2010 & Studio Rules, & Studio Overview and agree to all terms. I would like to reserve a _____ minute lesson. I understand that there are monthly tuition payments of \$ _____. Tuition is due on the first day of each month, and payment is considered late if not received by the 7th of each month, and a \$10 late fee will be added to the balance.

Student’s Name _____ Age _____ Birth date _____ School _____ Grade(FALL 09-10) _____

X _____

Parents’ Names _____ Parents’ Signature(s) _____ Date _____

Address _____ City _____ State _____ Zip _____

Phone (home)(_____) Phone(work) (_____) (mom/dad)

Mom’s/dad’sCell _____ Mom’s/dad’sCell _____ e-mail _____

X _____
 Noreen Wenjen, NCTM- Wenjen Piano Studios _____ Date _____

STUDIO RULES

- Enter the house quietly. Please do not knock or ring the doorbell.
- Wash your hands in the bathroom before your lesson begins or use hand cleaner. This helps to keep germs off of the keys!
- Adjust the bench and foot stool before your lesson and practice your technique pieces or scales to “warm up” your fingers for two minutes by yourself. This will get your fingers moving and give you a chance to adjust to playing a different piano. Parents should help young children to get situated.
- Wait in the family room if another student is having their lesson.
- Do not chew gum or eat candy during your lesson.
- **Trim nails before coming to lessons. Nails should be trimmed every few days so that good hand position can be achieved while practicing.** If you forget to clip your nails, there will be a pair of clippers in the bathroom. Teachers may clip nails if they are too long.
- Open your books to the pages that you are working on, or check over your theory homework, or theory homework while you are waiting.
- Record your practice times in the Practice Record Book at each lesson. Students must reach practice goal four times in a month in order to receive practice awards. Piano Explorer quiz and puzzles may be completed and turned in for additional practice time.
- Parking: Please observe “No Parking” signs as posted in streets (Tuesdays until 1:00 p.m. for Seal Beach studio).
Thank you for your interest and support. A studio that runs smoothly allows more time for learning and musical fun! Noreen Wenjen

STUDIO OVERVIEW

Private Piano Lessons: Students benefit from private lessons that foster their musical growth. Proper piano technique and sight-reading skills are emphasized from the very beginning. Beginning students master basic piano skills with various method books. Intermediate students learn pieces by composers representing each of the four style periods of music history: Baroque, Classical, Romantic, and Contemporary. These composers include Bach, Haydn, Mozart, Beethoven, Schumann, Chopin, Liszt, Rachmaninoff, Kabalevsky, and Bartók, etc.

Performance Workshops: Students will prepare one piece each month to share with other students and their families in a friendly performance setting. Performances are geared towards enhancing the student's self-confidence, poise, memorization and public presentation skills, and musical growth. This monthly goal encourages self-motivation, listening to others play a variety of pieces, and sharing music with others. Each workshop is concluded with a reception to celebrate the accomplishments of the performers. This is also a great opportunity for students and families in the studio with similar musical interests to meet.

Workshops: Workshop attendance is mandatory for all students in the Seal Beach and Torrance studios. A workshop piece must be memorized at least one week before the workshop. Students must remain for the entire session. A reception follows each workshop. A food sign-up list is available prior to each workshop. Students that miss more than two workshops during the school year will not be eligible for studio awards. No additional fees required for performance workshops.

Recitals and Outside Performances: All students perform in one formal recital per year. Each student should participate in the National Guild of Piano Teachers' annual auditions, the Certificate of Merit program and other activities sponsored by the Music Teachers' Association of California (MTAC) and the California Association of Professional Music Teachers (CAPMT). Students may have opportunities to perform and compete in various competitions such as the SYMF, Bach Festival, Sonatina Competition, as they progress.

Practice Goals: Students or parents must keep track of daily practice times and fill it in the practice book at the studio. If the practice goals are reached four times during the month, the student will receive a practice award at the next workshop.
Assignment books may be purchased from Noreen Wenjen for \$8.