



Studio Handbook

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Welcome to Play Piano Now!

I believe the Simply Music method is an outstanding way to learn music using the piano and I am rapt to have the opportunity to share it with you.

So as your experience here will be a positive one each step of the way, please read through the whole document. Most questions regarding scheduling, attendance, practicing, fees and general expectations are covered.

General Studio Guidelines

Weekly Attendance

Plan to arrive a few minutes prior to the scheduled class time. It is extremely important that you are punctual so that you do not miss any important material or disrupt the flow of the class.

Devices

Prior to entering the studio, please turn OFF your cell phone and put it away for the duration of the lesson. If you must accept an urgent call, please leave the studio prior to answering. This should be an occasional exception.

Food and Drink

Food, gum, lollies and beverages are not allowed in lessons. Adults may have a beverage in a covered/sealed travel mug.

Siblings

It is important for an undistracted coach to be present at each lesson with children 16 years and younger. If there are younger siblings who need supervision, it is preferred that other arrangements are made for their care so the coach may devote their attention to the lesson.

Simply Music Goals

Play Piano Now is dedicated to realising the goals of the Simply Music organisation:

Fundamental Goal: To maximise the likelihood that students will retain music as a lifelong companion.

Toward this end, Simply Music's four specific goals are that students will:

- Experience playing as a natural self-expression;
- Play a vast repertoire covering a broad array of musical styles and genres;
- Develop the ability to self-generate, i.e. the ability to progress independently. This includes developing a foundation of music reading, writing, composition, improvisation, arrangement, structure and theory.
- Have a highly positive, self-affirming experience throughout the music learning process.

Roles and Responsibilities

“There is a difference between interest and commitment. When you're interested in doing something, you do it only when it's convenient. When you're committed to something, you accept no excuses, only results.” ~ Ken Blanchard

The roles and responsibilities outlined below are in place to help you achieve the absolute best results. I understand that this level of commitment may not be for everyone; however this is what I require in order to give you the best value for your investment. Students, parents and teacher all have equally important roles and responsibilities. Adult students act as their own “parents” so these roles are relevant to all students.

Student's Role:

Students will benefit most from their lessons by adhering to these guidelines:

- Maintaining a “coachable” attitude regarding your lessons.
- Maintaining your playlist as directed by your teacher.
- Making sure you have downloaded the text based resources
- Using the online videos to assist in the “real learning” environment at home
- Practicing 15–20 minutes per day 4 - 5 days per week. After the first year, this typically increases to 30 - 35 minutes per day.

Parent's Role:

Parents are their children's 'Life Coaches' and are held accountable for supporting and encouraging the child's progress during lessons (“coaching sessions”) and in the time between lessons (the “real learning” environment):

- Actively participate in the lesson and discussions.
- Provide an environment at home conducive to successful practice/playing sessions.
- Ensure that all assignments are completed and that the playlist is checked off during practice. It is not necessary to actively engage in every practice session; however you should be available to offer help and support, particularly when using the student home materials.
- Read all studio communications for important studio-related information.
- Utilise the studio's website, www.playpianonow.com.au, to access necessary information and forms
- Familiarise yourself with the guidelines in this handbook.
- Commit to a long-term relationship with piano lessons and structured practice at home.

Teacher's Role:

The teacher is your Method Coach and is responsible for imparting the concepts and skills during class necessary for students to do the processing and learning at home that week.

Your teacher will:

- Provide instruction appropriate for the level of the class.
- Be prepared for and ready to begin each class on time.
- Be enthusiastic and patient during lessons.
- Maintain open communication with students and parents.
- Offer opportunities for students to share their musical talent.

Practice/Student Home Materials

Students are expected to practice 15-20 minutes per day 4 - 5 days per week in the first year of lessons. If your schedule does not allow for this, please postpone lessons until sufficient time is available for this consistent practice routine.

It is important that the student practices on the same day after the lesson if at all possible to reinforce what was learned. You will be asked to set aside a scheduled practice time to ensure progress.

The student home materials must be utilised as directed by your teacher.

Student Attendance

Regular attendance at the scheduled lesson time is expected. A parent/life coach is required to attend as described in Roles and Responsibilities.

Classes are aligned with the Western Australia Education Department's term schedule. (See Studio Holidays)

Private Class Length

1 student 30 - 60 minutes (25 - 55 minute teaching time)

Shared Class Length

The length of classes is determined by the number of students (maximum of 3) in the class:

2 students 35 minutes (30 minute teaching time)

3 students 45 minutes (40 minute teaching time)

Missed Lessons:

If you must miss a lesson for any reason:

Contact your teacher prior to the missed lesson if possible.

No credit will be issued for missed lessons.

Extended Student Holidays

If you must miss lessons for an extended time but wish to remain a student, there are two options:

1. Discontinue, then re-enrol upon your return. If you choose this option:
 - Re-enrolment is subject to the availability of classes at the appropriate level.
2. Reserve your class time by paying the regular tuition during your absence.

**Please note that "taking a month off" from lessons without payment is not an option*

Studio Holidays

Play Piano Now does not offer lessons during the 12 weeks of the West Australian Education Department's school holiday schedule. (See Tuition and Fees section)

Flexible Learning Environment

If it becomes apparent that the pace of a student's class is not optimal for the student, I will try to place the student in a more appropriately paced class. If one is not available, I may employ some other options in the existing class to help the student experience success.

Because of this ongoing flexibility, you may occasionally experience one or more of the following:

- A change in the configuration, size and length of your class
- A request to change your regular lesson time (please see 'Scheduling' below)
- If you began in a shared lesson but end up in a private lesson (even if through no fault of your own), every effort will be made to find another suitable class. If no options are available within a 30-day grace period, you will be required to pay the private rate if you wish to continue.

Scheduling

While it is important to maintain as much stability as possible in the studio schedule, I am flexible when necessary and ask the same courtesy of studio families as I work with your busy schedules. Accordingly, your lesson time is not guaranteed to remain the same for an extended period of time.

Most commonly, class times may be adjusted for one of the following reasons:

- to accommodate a schedule conflict arising from studio families' outside activities
- to place your child in a more appropriately paced class
- if the class size decreases to 1 or 2 students

Please be assured that I make every effort to remain as consistent as possible while continuing to provide the absolute best value for my students.

Tuition and Fees

There are 3 available payment options.

Payment Method One

This payment method is also based on the premise that students are essentially permanently reserving a time slot that is unavailable to anybody else.

Extra family members get a \$5 discount per lesson.

The preferred option is a monthly direct debit spread over 12 months at the following fee rates:

Private Lessons

\$35 - 30 minutes lesson - \$116.50 per month

\$50 - 45 minutes lesson - \$166.50 per month

\$70 - 60 minute lesson - \$233 per month

Shared Lessons

\$25 - 30 minute lesson - \$83 per month

\$40 - 45 minute lesson - \$133 per month

\$60 - 60 minute lesson - \$200 per month

- Families will benefit from their financial commitment to lesson being spread over the whole year and I maintain a secure income.
- The direct debit will be arranged through GoCardless, an industry leading provider used by many of the top organisations in the world.
- There is no option to make up missed lessons. Students wanting that option should choose Payment Method Three.
- Any lessons lost due to teacher unavailability will be refunded.
- One month's notice will be required if you choose to discontinue lessons whether attended or not.

Payment Method Two

This payment method is also based on the premise that students are essentially permanently reserving a time slot that is unavailable to anybody else.

Extra family members get a \$5 discount per lesson.

Payment by the term at a fee rate of:

Private Lessons

\$40 - 30 minute lesson - \$400 per term

\$55 - 45 minute lesson - \$550 per term

\$80 - 60 minute lesson - \$800 per term

Shared Lessons

\$30 - 30 minute lesson - \$300 per term

\$50 - 45 minute lesson - \$500 per term

\$75 - 60 minute lesson - \$750 per term

- This can be paid on the last lesson of the preceding term using Square.
- There is no option to make up missed lessons. Students wanting that option should choose Payment Method Three.
- Any lessons lost due to teacher unavailability will be deducted off the next terms lesson fee.
- One month's notice will be required if you choose to discontinue lessons whether attended or not.

Payment Method Three

Extra family members get a \$5 discount per lesson.

An at the time of lesson payment with flexibility in relation to weekly lesson attendance at a fee rate of:

Private Lessons

\$45 - 30 minute lesson

\$70 - 45 minute lesson

\$90 - 60 minute lesson.

Shared Lessons

\$35 - 30 minute lesson

\$60 - 45 minute lesson

\$80 - 60 minute lesson.

Places will be dependent on the availability of lesson slots in the studio's teaching schedule with current and incoming students who have opted for the Payment Method One or Two getting priority.

Student Home Material Fees

To ensure both the teacher's and student's success, students are required to purchase instructional materials to use at home. Professionally prepared to the highest standards, these video, audio and print aids allow students to easily and effectively review some of the material presented in their lessons. Regardless of the student's age or experience, the Student Home Materials dramatically increase his or her results and playing satisfaction. Materials are available to purchase in digital-only format.

Performances

An annual student concert is held to provide students with an opportunity to share their talents. These are fun, informal events which demonstrate different ways in which piano-playing skills can be enjoyed.

Weekly classes also give students the opportunity to play for others, increasing their comfort and confidence levels, as well as providing a social setting in which to share music.

These policies have been very carefully considered, and they are designed to afford Play Piano Now the ability to operate as smoothly and efficiently as possible.

In this environment I have the greatest freedom to share the gift of music with students and to help them achieve the breakthrough results promised by the Simply Music program.

Feel free to contact me at any time with questions, comments, or concerns regarding your experience at Play Piano Now.

Thank you!

Robin