

Music Studio of Dr. Kristal Kim
Studio Policies
2019-2020

Attendance/Cancellation/Vacation policy:

1. At least 24 hour notice in written form (text or email) to cancel or reschedule lesson.
2. No more than 2 vacation leaves (more than 2 consecutive absences, spanning up to 5 weeks,) per school year, unless make-up arrangements are possible.
3. No more than 1 cancellation per cycle of 10 lessons. Regardless of reasons, cancelled lessons beyond the first will be charged. (Cancelled lessons from my end will not be subjected to this policy.)
4. No more than 2 reschedule requests per cycle of 10 lessons. This will significantly help me to minimize reschedule requests from my end, though at times, they are unavoidable. I will try my best to hold to the same guide from my end. In general, if you know of certain changes, it is best to let me know ASAP.
5. Please arrive no sooner than 5 min. earlier than your lesson time, and enter quietly not to disturb the previous student's lesson. (Even if there is no one before your lesson, please observe the same rule, with respect to my schedule.)
6. Please be on time to pick up your children after lessons. At times, there are few minutes (or more) run-over, but I will make efforts to finish the lessons on time.

While I understand certain absences are unavoidable, and reasonable flexibility can be applied depending on circumstances, frequent absences significantly hinder progresses and projects (such as CM tests and recitals,) and strain all of us. I want to encourage consistency, as much as possible. In the case of cancellation from my end, I will do my best to offer makeup lessons.

Late Tuition Fee:

Tuitions are due at the first lesson of new cycle of lessons (either 10 or otherwise agreed.)
Any tuition received past the first lesson will incur \$10 late fee, applied to each lesson paid late, along with the full tuition.

Student Resources via YouTube:

- Regular uploads on selected repertoire
- Listening suggestions on current and future repertoire
- Ear training practices (for CM and others)
- Analysis samples and guides
- Student recording projects

CM Participation:

There are additional fees to take MTAC's Certificate of Merit tests. These fees are mandated by the MTAC, which include state and branch fees, as well as involved administrative cost, and are separate from the studio tuition. **I am also asking a one time additional fee of \$25/student**

taking CM made to me; there is a significant amount of additional administrative work, association's meetings and services, and preparations I have to do for students taking CM. **More details on CM process will follow as they become available.**

Practice Policy:

Consistent practice at home is a vital factor in making sure that the student retains, reiterates, and reinvents materials covered in lessons. I want to encourage the following commitment of practice habits for all students, and ask that parents help monitor accordingly. **NAILS ARE TO BE CUT** both at home and before lessons.

Beginners: 20-30 min. daily, 4 times a week

Intermediates: 30-45 min. daily, 4-5 times a week (expectation is greater for CM takers)

Late Intermediates/Advanced: 45-60 min. daily 5 times a week

Competition/Branch Recital Projects: 120-180 min. daily 6 times a week

Recital Policy:

Participation in Annual Studio Recital is mandatory. While it is worthwhile to practice the piano for the simple pleasure of playing, the students miss out on greater learning opportunity by opting out of the performance aspect of piano study. Performance is much higher -and harder- form of achievement, where the student is challenged to engage not only musically, aesthetically, and intellectually, but also communally. **Recital date will be announced upon securing the venue.**

- Please read the policies thoroughly and keep them in mind throughout the year, so we may work together to hold the structure necessary to cultivate and harvest a quality music education for all involved. Thank you!