



## Adult Studio Policy 2020 - 2021

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1039 Haskins Road  
Bowling Green, OH 43402  
419-419-3355  
[www.studioconnection.net](http://www.studioconnection.net)

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### Philosophy Statement

*The Studio Connection* is an independent music studio devoted to promoting a love of music to students of all ages within the local community. For students who desire to learn, our musically trained, professionally qualified instructors strive to educate, motivate and guide them to discover and develop their potential as a creative musician. The goal is to nurture life-long skills, enabling students to think critically, independently, and become musically self-reliant. Recognizing the unique learning style of every individual, we are committed to tailoring a well-rounded curriculum presented in a positive and supportive environment.

### Studio Calendar

Students will be given a calendar in August outlining dates of private lessons, informal gatherings, and performance opportunities. These are also available on the website.

### Private Lessons

Lessons are available in increments of 30 or 45-minute sessions. Most students will begin at 30 minutes and increase lesson length upon recommendation of the instructor. During individual lessons students will concentrate primarily on solo repertoire, while incorporating proper technique and other areas of musicianship, such as sight-reading, ear training, theory, transposition, basic improvisation, performance and accompaniment skills.

### In-Studio vs. Digital Lessons

Because of the 2020 Pandemic we have experienced both formats of lessons: in-studio and digital. While there are scheduling conveniences of digital lessons, we prefer to work with our students face to face. When the health of our country is not an issue, we expect that students will be coming in person to the studio. On rare occasions and with AT LEAST 48-hours advanced notice, a student and teacher may agree to switch from in-person to digital in order to make-up lessons or anticipated absences. Please do not take advantage of this option, out of consideration for our teacher's schedules and the amount of communication involved between the studio, the teacher, and the student.

### Enrichment Sessions

Enrichment sessions are group classes for school aged students, occurring four times throughout the year and replacing the private lesson for that week. Adults will not have lessons during the enrichment weeks because of the unusual schedule. Lessons fees are reduced to account for this. Occasionally, informal, low-pressure gatherings are offered at no cost for adult students who would enjoy performing.

### Missed Lessons (Attendance Policy)

Prompt attendance is expected in order to establish routine and maximize investment in the personal attention of private lessons. If you wish to cancel a lesson, please call 419-419-3355 before the day of the lesson. There will be no refunds given for missed lessons. Failure to attend scheduled lessons without notice will forfeit that week's lesson. However, with *at least 24 hours notice*, students will be given the opportunity to schedule a makeup time within their teacher's normal schedule. These should be limited to illness and family emergencies. Make-up lessons cannot be guaranteed.

### Snow Days

Please assume the studio will be open on official school "Snow Days." A Level Three Emergency Status issued by Wood County would warrant completely closing the studio for business. Students will be contacted if the instructor is unable to attend due to inclement weather, and make-up lessons or digital lessons will be arranged.

## Teacher Flex Days

Teachers will be granted three flex days, which are not included in tuition payment, but must be used by the end of the studio calendar year. Flex days allow teachers to cancel lessons for personal reasons without needing to make up the missed lessons. The studio will give as much advance notice as possible. The studio also reserves the right to provide a substitute teacher when necessary.

Number of flex days that will be allotted	
Lessons started August - December	3 Flex days
Lessons started January - April	2 Flex days
Lessons started May - July	1 Flex day

## Financial Responsibilities

Based on a yearly schedule of 38 lessons divided equally into twelve months (August-July), tuition is as follows:

1 Instrument	30 – minute lessons	\$90 per month
1 Instrument	45 – minute lessons	\$133.75 per month
2 Instruments	30 – minute lessons	\$178.75 per month
2 Instruments	45 – minute lessons	\$266.25 per month

Payments will be automatically processed on the 15<sup>th</sup> of each month. Like a gym membership, tuition fees are paid through automatic monthly deductions from credit/debit cards. Monthly invoices will not be sent.

The Studio Connection reserves the right to adjust tuition annually. Tuition will include the administrative fee and any books needed throughout the year. Additional costs involved in piano lessons will include the purchase of a metronome and upkeep of an acoustic piano, including regular tunings. Recommendations of piano technicians will be given upon request.

## Communicating with Us

Communication is essential in creating a positive and successful learning environment. If you are dissatisfied with an instructor, please call and speak to the studio director. Complaints are taken very seriously and compliments are deeply appreciated. Every effort will be made to resolve problems before discontinuing lessons, whether it is a personality conflict, boredom with lessons, or financial need. *In the event that it is still necessary to withdraw from lessons, one month's notice is required to allow the studio to prepare for this absence.* You must come in to sign a withdrawal form and pay any balance due. The studio website has become a valuable tool for communication. There you will find student spotlights, calendars, event flyers, recital registration, and other important updates. Text updates are available; please ask the front desk if you are not receiving them and would like to. A monthly newsletter is also sent out via email to keep you informed.

Our instructors are hired because of their expertise in teaching and their advanced musical skill. They do not handle scheduling, billing, or make-up lessons. These matters are arranged solely by the front desk. Should any other concerns or questions arise, please contact the front desk in person, at 419-419-3355, or send an e-mail to [info@studioconnection.net](mailto:info@studioconnection.net).

## Final Considerations

It is our privilege to work with families of the community as we find joy in seeing our students progress in their love and understanding of music. While these policies are meant to establish clear goals and expectations on our end, we hope you will find us accommodating and easy to work with. It is our pleasure to have you as a part of *The Studio Connection!*

# COVID-19 Studio Connection Procedures

*The Studio Connection* has resumed physical lessons as parents, teachers and students are comfortable coming in, observing the following changes to our operations:

- First and foremost, please do not come into the Studio if you are sick! It is possible a digital lesson could be done instead, with advance notice.
- Hand Sanitizer is provided at the desk. Students will be encouraged to use it or wash hands upon arrival.
- *The Studio Connection* will follow the Ohio Public Health Advisory System and government protocol regarding levels of public emergency. Per Government Mandate, masks must be used when entering and exiting the studio. Teachers will use masks throughout each lesson.
- Additional time may be scheduled in between students to sanitize piano keys and door handles.
- Use consideration when entering the narrow hallway and wait to allow one person at a time.
- Due to the space within our lobby area there is a limit of 3 chairs for waiting.
- All magazines and materials have been put away in the lobby for the time being.
- Please do not bring food or drink into the Studio.
- Limited use of restrooms preferred; for use in emergency situations (if used, desk manager will be on alert to clean).
- We will be using our largest rooms when possible. Safe distancing has been measured out in each studio room to accommodate the 6-foot distance guidelines.
- Enrichment Classes will be evaluated as the time draws near. We will limit the number of students per class based on social distancing spacing or choose to maintain our regular lesson week (for school-age students only).
- Lessons for voice, brass and woodwind instruments will continue to be conducted digitally due to the amount of air and moisture expelled while singing and playing.

Many teachers are willing to continue with remote/digital lessons based on the student's preference. Times may need to be adjusted in order to maintain a manageable schedule for each teacher. We desire to keep the lines of communication open through the front desk, but until we are fully operating in-Studio again, our teachers are graciously assisting in schedule coordination. Our desire is to be back in full Studio operation as soon as possible. We are so grateful that throughout this time we have been able to be able to conduct digital or in-person lessons to keep the music alive and consistent in our students' lives. Thank you for your continued flexibility and communication. Should you have any questions, please feel free to reach out.