

LUCY KNOWLES' PRIVATE INSTRUCTION

LESSON INFORMATION AND BUSINESS POLICIES FOR 2023-2024 PEACHTREE LEARNING CENTER

SCHEDULE

The schedule includes weekly lessons and is based on Peachtree's calendar. The calendar is available on peachtreelearningcenter.com with a list of breaks and holidays. You will be committing to lessons for the entire school year, except in the event of extenuating circumstances.

LESSON RATES / FINANCIAL INFORMATION

\$20 for a 30-minute private lesson

\$40 for an hour private lesson

-Monthly bills are computed by taking a full semester's worth of lessons and dividing them into 5 invoices so that each month's bill is a consistent amount. Invoices are sent via email during the first week of the month, and are due upon receipt. Payment can be made via Venmo, cash, or check. If desired, a semester may be paid in full.

-The first month of lessons is considered a trial period. If you decide within the first month that you wish to quit lessons, no further payments will be due. After the first month, the trial period is closed and all remaining payments must be paid, even if you do not continue to attend lessons. This may be altered in the event of extenuating circumstances.

CANCELLATION POLICY

As part of my contract with Peachtree Learning Center, I am required to support the following cancellation policies. In the event of a missed lesson, please note the following:

-Tuition is only refunded in the event of the instructor's absence when a make-up lesson cannot be scheduled.

-If you know in advance (a minimum of 24 hours' notice) that you will be

absent, your instructor will do her best to have a make-up lesson time available. She is not obliged to offer a refund in the event of the student's absence.

-If your child becomes sick and needs to be absent, please notify your instructor as soon as possible. Your instructor will do her best to schedule a make-up lesson, but if that is not possible, she is not required to issue a refund.

-Per our insurance policy, if Peachtree Learning Center has to close due to inclement weather, every activity held in the building that day must be cancelled. If a make-up lesson cannot be provided, the student will be credited for that lesson. If there is stormy weather (possible tornados, etc.), Peachtree may not have time to make a call on cancellation. This would be left up to the teacher & parent. If a teacher or parent feels unsafe traveling, a make-up lesson will be offered.

PRACTICE REQUIREMENTS

Taking lessons is only half of a student's musical training. The other half happens at home through consistent practice. Without practice, no progress can be made, no matter how skilled the teacher. Life is busy, and consistent practice is a discipline that takes intentional effort! The best progress occurs with every day practice. Young students should practice a minimum of 15 minutes per day, older students a minimum of 30 minutes per day. Practice should occur at least 4 days a week; 6 days a week is best. I do not recommend that students practice on Sundays so that they can focus on worship, family, and rest, which will foster a better practice environment for the other 6 days.

Developing a good practice routine is one of the hardest parts of musical study, but the most essential to success. I will strive to provide support and suggestions to work out the best routine for each student.

PARENT INVOLVEMENT

Parental involvement for young children, through attending lessons and practicing at home, is crucial. A parent can take notes, videos, and pictures, provide encouragement, and help with practice so that it will be focused and productive. (A parent does not need to have musical training to be an effective practice helper!) I will provide notes in every lesson to aide this process, and I am happy to be in touch between lessons to help with any questions that may

arise. Siblings are welcome to attend lessons as well, as long as they are not disruptive and distracting to the student.

ITEMS NEEDED

-Notebook

It is important for a student to bring a notebook to their lesson so I can write down their assignments and practice notes.

-Piano/Keyboard

I always recommend acoustic pianos for students, since they will help the student develop proper finger strength and technique. But pianos are a big financial commitment and take up quite a bit of space, so I understand if a keyboard is a better option for your family. If you invest in a keyboard, it needs to be full size (88 keys) with weighted keys and the ability to play loud and soft. You will also need to purchase a sustain pedal. If you have any questions about choosing an instrument, I am happy to help.

-Metronome

There are many good, free metronome apps available for your phone. However, I recommend getting a real metronome to avoid the distractions that come with using a phone app. Practice time should be device free if possible! Metronomes are readily available in music stores and online.

-Sheet Music

Students will need to purchase sheet music throughout the semester. Most sheet music is very inexpensive, and students will not need to buy more than 2-4 books per semester, depending on their progress speed and skill level.

PERFORMING

It is very important for a developing musician to perform publicly. Performance is an art in itself that takes practice, just like an instrument. The more a student performs, the easier it will become. Performances also serve as progress accountability, motivational goals, and opportunities for family members to show encouragement and support.

Every student is required to participate in Peachtree's Spring Recitals (dates are listed on the Peachtree website). Advanced students will be invited to perform in the Advanced Recital, held in November. Students not performing in this recital

are encouraged to attend so that they can learn from and be inspired by the other performers.

TEACHER'S PLEDGE

I will be fair, honest, and professional with all of my students. I will steward their gifts to the best of my ability. I believe their gifts are God-given, thus intentionally bestowed, so I will encourage them to a high standard of musicianship. I will be diligent to approach each student in a way that best suits their needs and learning style. I will encourage humble excellence, stewardship, and diligence. I will be available to each of my students and his/her parents through call, text, and email, so that they can ask questions and receive support.

STUDENT/PARENT PLEDGE

Once a parent has read and agreed to these policies and procedures, please sign the "Policies Pledge" on your student's registration sheet and retain this information for your personal records. Please give the registration sheet to me at your first lesson, or email a scanned copy.

LUCY'S CONTACT INFORMATION

Phone (call/text): (931)-319-4708

Email: novaloremusic@gmail.com

Venmo: Lucy-K-15

Instagram Music Page: @novaloremusic

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REGISTRATION FORM FOR 2023-2024

PEACHTREE LEARNING CENTER

Student's Name:

Parent/Guardian's Names:

Student's Birth Date: ____/____/____

Parent Email Address:

Student Email Address (if different):

(The provided email(s) will be added to Peachtree's email list for newsletters and any last-minute cancellation information. Note: information will be primarily communicated via email for lessons and Peachtree in general.)

Cell Number (indicate name):

Preferred Method of Contact (circle one):

Phone Email Text

Prior musical experience, if any:

PARENTAL AGREEMENT:

I have read and agree with the policies and procedures given to me by my child's teacher, Lucy Knowles, and I understand they are in accordance with Peachtree Learning Center policies.

Parent's Signature and Date

PRACTICE AGREEMENT:

(applicable only to those 12 and up)

I, the student, agree to invest my personal time at home per the practice schedule we discuss in lessons, barring illness or travel, to the best of my ability.

Student's Signature and Date