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From the Piano Studio Of
Linda Jackson, BME

My profession is to teach music in my home. My goal is to develop the musical potential of each of my students and to provide a balanced field of instruction in repertoire, technique and music theory. My goal is also to give the students an opportunity to be confident and proud while learning a life-long skill.

As a member in several music teacher associations, I am able to keep informed of new techniques and fresh ideas in teaching music so your child will receive quality instruction in piano. I continue to study and share with other music teachers to ensure innovative, up-to-date, and quality teaching.

As an independent music instructor, I have certain professional policies of which you should be aware. Please read the following policies carefully:

What you can expect from me:

1. I will be ready and prepared with lesson plan for each student giving individual support, instruction and encouragement..
2. I will offer a make-up lesson ONLY if 24 hours notice of absence has been made or an emergency exists such as illness (sent home from school), accident, etc. Make-up lessons are offered at the preference of the teacher. There are no makeup lessons for groups.
3. I will insist on non-interrupted professional piano instruction for your student. I will not answer the phone during a student's lesson unless you as a parent call two times. No cell phones are allowed by the students during their instruction time.
4. I will provide communication with parents through e-mail, phone, and monthly invoice.
5. I will prepare and provide a venue for student performances. Different performance opportunities are: in class, recitals for family and friends, festivals in area, etc
6. I will remain a member of Texas Music Teachers Association, CCMTA and American College of Musicians as well as other teacher organizations. Students may become Student Affiliates in order to play in festivals and enter in contests.
7. I will provide literature for students, which will be billed at cost plus tax on the Monthly Statement.
8. I will file forms and pay fees for special performances and activities with student and parent approval. Fees will be charged at cost on the Monthly Statement.
9. I will send a monthly invoice by e-mail on the last week of each month. Payment is due on the first of each month and late on the 10th of each month.

What I can expect from you:

1. **Lesson Time:** Please be on time to your lessons and parents please be on time to pick up your children at the end of the lesson. Students will not leave the studio until the teacher can see a parent or guardian.
2. **Lesson:** Come to your lesson prepared to play and BRING ALL BOOKS with you.
3. **Missed lessons:** At least twenty four (24) hours notice should be given for missed lessons. Make up lessons are offered on Friday or at the preference of the teacher **only if 24 hours notice is given or if the student has been sent home from school for illness, accident, or family emergency.**
4. **Holidays:** This studio follows the public school holiday schedule.
5. **Early Release:** **Early release days and teacher work days are NOT considered a holiday from this studio.**
6. **Bad Weather:** On bad weather days this studio is flexible. If the student is able to make class without risking injury, a lesson will be taught. If the student is unable to make class, a make-up lesson will be offered at the next convenient time for the teacher
7. **Payment:** Refer to the payment options on the payment plan. Monthly invoices will be sent by e-mail on the last week of each month. Payment of invoice is due in advance on the first of the month and considered late on the 10th of the month. There will be no refunds given. I will not be able to accept your child/children in the studio if payment has not been received by the 10th of the month.
8. The student is expected to finish a semester. If there is cause to leave the studio, **one month** notice should be given so the place can be filled. The teacher may need to release a student prior to the end of a semester. There will be no penalty for teacher release.
9. **Books:** Purchase all literature from the teacher and payment will be made with the next monthly statement. Outside purchases by the student are greatly encouraged and will be reviewed by the teacher for help during lessons.
10. **Performance:** Students will be given opportunities for performance and are strongly urged to participate, although this is not a requirement. Students of all levels should learn, work on, polish to performance level, and present pieces for others to enjoy. Opportunities will be discussed in the Fall and may include:
 - Recitals in a small class group in the studio
 - Recitals for family and friends in an auditorium
 - Theory exams presented city-wide (small fee)
 - City-wide festivals with Cypress Creek Music Teachers Association (Student Affiliate required)
 - Playing for church
 - National College of Musicians (Guild) in April (small fee)
11. **Practice:** Students are expected to practice the suggestions itemized in the Lesson Plan Book. Generally, two minutes per year of age at least five days each week is a **minimum** practice time. For instance, if your child is 9 years old he/she should practice at least 18 minutes for five days each week. The five days do not need to be five consecutive days. This method of practice is more effective than practicing one hour the day before the lesson.
12. **Do we need a piano?** Students need a piano in their home with which to practice. The most desirable instrument for a serious piano student is to practice on an acoustic piano. This studio accepts the use of a small electric keyboard or electric piano. A sixty one to eighty eight key piano with weighted touch is the best electronic keyboard.
13. **May Parents sit in on the lesson?** Parents should allow the teacher to give full attention to the student and student give full attention to the teacher by leaving the student alone with the teacher. Parents may sit in on the first few lessons to allow everyone to feel secure and comfortable with each other. **Please do not bring small children to the lesson.** After the first few lessons the parent is asked to wait for the student outside the studio. On occasion we will have a “show and tell” for the parents to visit the last 10 minutes of a lesson.

STUDENT NAME _____ TIME _____

RELEASE FORM – 2010-2011

**Please return this form with 1st month's payment on or before your first lesson.
I CANNOT ACCEPT YOUR CHILD IN THIS STUDIO WITHOUT THIS FORM**

I/we have read the policies of Mrs. Jackson's Piano Studio and agree to follow these policies to the best of our intentions.

Parent/Guardian

Student

Release form:

I _____ give my permission for Mrs. Linda R. Jackson to teach my child piano lessons in her home on 8018 Null Court, Spring, TX, 77379. I further give permission to Mrs. Jackson to administer first aid as may be necessary for the safety of my child until my family can be reached.

Signature

Photo Release:

I _____ do/do not give my permission for Mrs. Linda R. Jackson to use pictures of my child as part of the Mrs. Jackson's Piano Studio for craft purposes, for recitals, for web page announcements and for newspaper and other announcements.

Signature

Emergency Contact Information:

(Please Print)

Parent/guardian Name:

Cell Numbers: _____

Home Phone: _____

Address: _____
Street City Zip

E-mail address: _____

Second emergency Contact:

Name: _____

Relationship: _____

Cell Number: _____

Home Phone: _____

In the space below please explain any medical problems that could arise during the student's 45 minute lesson with Mrs. Jackson. Please do not bring a student with a fever. Make up lessons are offered on Fridays if 24 hours notice has been given or if sickness, death in family, auto accident happens during the day.