

**Piano Studio Policy
Julie Ann Shelton
7568 Kirkwood Drive
West Chester, Ohio 45069
(513)374-8592
Sheltonjulieann@gmail.com**

PAYMENT SCHEDULE

At the last lesson of each month you will receive an invoice for the next month. Lesson fees are to be paid on a monthly basis, at the **first lesson** of each month. If a lesson is missed, a small block of time will be available each month for makeup lessons. These lessons will be available on a first come, first serve basis. **No makeup lessons will be given for no-shows.**

PURCHASE OF BOOKS

I purchase books for the students. The invoice that you receive at the end of the month will include the amount that you owe for the month in new books.

ATTENDANCE

If a student is absent from a lesson due to illness or an emergency, the lesson will be made up during one of the makeup days that is designated on the fall calendar. If the student does not come for a makeup lesson during that time, then the lesson will be forfeited.

Learning to play the piano well requires a great deal of guidance and attention. Attending your lesson every week is imperative, because frequent absenteeism results in little or no progress. I want to help you to develop to your full potential as a musician, so I require that you attend your weekly lessons consistently. Habitual absenteeism will result in dismissal.

MAKEUP LESSONS

If a student wishes to make up a missed lesson, there are makeup lesson hours on the calendar near the end of each semester. It is your responsibility to contact me to schedule a makeup lesson, and they are available on a first come, first served basis. Makeup lessons will not be given for last-minute cancellations or no-shows.

SNOW DAYS

Generally, if the Lakota Schools have been cancelled due to snow, lessons will also be cancelled. However, if you live within walking distance, or if the weather has improved by your lesson time, your lesson may continue as scheduled. I will contact you on snow days to make a decision about lessons. Lessons missed due to snow will not be made up.

TARDINESS

The lesson time begins as scheduled. If a student is late, he or she will still be dismissed at the scheduled time. Because I often teach several students in a row, it is beneficial to you as well as me to maintain a fairly strict schedule.

PRACTICE

The most crucial aspect of development on an instrument is a disciplined practice schedule.

Daily practice should equal the length of the lesson--

30 minute lesson = 30 minutes practice daily

45 minute lesson = 45 minutes practice daily

A student should reserve time every day to practice, and if that time is not available due to many other after-school activities, then the student and parent should reevaluate the number of activities to which commitments have been made. If a student is habitually unprepared for a lesson, he or she will be dismissed.

QUESTIONS OR CONCERNS

I am eager to communicate with any students or parents who have any questions or concerns. Please call me and I will be happy to talk over the phone or arrange a meeting that would be convenient for both of us.

PERFORMANCE

Twice a year, in the Fall or Winter and the Spring, I will schedule a student recital. Recitals take place in a local church or other public facility, and occasionally in my home. All students are required to perform, because performance experience is crucial to developing musicians. A dress rehearsal will precede each recital, and attendance is required.

COMPETITIONS, FESTIVALS, MASTER CLASSES, ETC.

Another opportunity for positive performance experience is to enter local competitions, festivals, and master classes geared for young students. These competitions are designed not to criticize or judge young students, but to encourage and motivate them. More information about these plans will be provided as the events approach.

SUMMER LESSONS

The schedule for lessons in the summer is more relaxed and less structured. Students are welcome to continue with weekly lessons, or they may choose to have lessons twice a month. A lesson plan can be tailor-made for your child's summer needs and schedule. These plans can be discussed for each student at the end of May.

BIOGRAPHY OF JULIE SHELTON

Julie Ann Shelton is originally from South Carolina, and she received a Bachelor of Music degree (magna cum laude) from Columbia College, double-majoring in Piano Pedagogy and Church Music. She received her Master's Degree in Organ Performance from the University of Cincinnati College-Conservatory of Music, where she held a full-tuition graduate scholarship. She has maintained a full studio of piano students in West Chester since 1994 and she is organist at St. Paul United Methodist Church in Madeira. She also accompanies instrumentalists of all kinds and ages for recitals and competitions. She lives in West Chester with her husband David Corfman and sons Philipp and Erich.