

Clavier-Werke Music Program

Private Lessons:

The foundation of our program is the weekly or bi-weekly private lesson. Lesson length starts at as little as 30 minutes per week and goes up to 60 minutes twice per week.

Theory Lab:

This weekly class is strongly recommended for all students who are taking only a thirty minute private lesson. Lab activities will include theory, ear training, rhythm exercises, composition and/or music history. There will be a teacher supervising during this time to be sure the student is accomplishing the assignments. Theory Lab times will be assigned before or after the private lesson time.



Highly recommended

Theory / Musicianship Week:

These exams include sight reading, ear training, theory and basic instrument skills. We encourage all CW students to participate! The exams are held throughout the spring and help students and their parents assess their progress for the year. In most cases these exams will take the place of the private lesson and lab for that week. Trophies are awarded as students progress through designated levels. Additional fees may apply.



Required

Recitals:

Recitals are held in the late fall and near the end of the school year. Recitals are usually on Saturday and/ or Sunday and students are expected to wear appropriate recital attire. The Master Classes (see below) help to prepare all students for these performances. There is a recital fee per family.



Highly recommended

Recital Master Classes:

There are two Master Class weeks for the year, occurring 2 to 3 weeks before the recitals. These classes are designed to give our students the opportunity to perform for an audience of peers and teachers in preparation for upcoming recitals. Students learn proper recital etiquette and how to listen, evaluate and discuss elements of each performance in a positive way. This class takes the place of the regular private lesson and lab for that week. All students are expected to attend and participate except preschool, kindergarten and some very new beginning students. Tuition is the same for the month; you are charged only the private lesson fee for the week.



Required

Clavier-Werke Festivals:

A Saturday and/or Sunday event at Clavier-Werke in which students perform for an adjudicator. Each student will receive an evaluation and rating. Additional fees apply.



Highly recommended

(We also offer workshops, ensemble classes and other group classes.)

Clavier-Werke School of Music

Statement of Policies

Please keep this statement for your records

Materials

A nonrefundable Registration / Materials fee will be charged annually. The fee will pay for all registration fees, music and supplies needed for the entire year and is due upon enrollment. In addition, students taking the Lab will pay a \$25⁰⁰ Lab Materials fee annually which is due with the first tuition payment. Registration fees do not cover instruments. **Students are expected to bring their assignment binder and music to every lesson.**

Payment

Your monthly tuition is based on 42 weeks of lessons and the lesson length you have chosen. Payment is due in advance and must be made monthly by the 1st of the month. You will receive a tuition statement with each billing cycle. We accept online bank payments, check payments and cash only. Checks are payable to Clavier-Werke. **A late fee of \$25.00 will be applied to overdue accounts.**

Attendance

Regular attendance at lessons is necessary and expected. We offer makeup lessons for illness and required school activity only. We do not offer makeup lessons for any other reason. Lessons are rescheduled at the teacher's convenience. For the Fall and Spring semesters, a maximum of two private lessons per semester can be rescheduled. (Group lessons cannot be rescheduled.) For the Summer semester, the maximum is one. If your child is sick, you are required to contact the teacher before the start time of the lesson to qualify for rescheduling, but please give as much notice as possible. For required school activities, a minimum of 48 hours notice must be given. It is the family/student's responsibility to contact the teacher to arrange a make up lesson. Rescheduling must be completed within sixty days of the missed lesson. If you reschedule and fail to attend, the missed lesson and rescheduled lessons are forfeited. If the teacher misses the lesson, the option to reschedule will be offered to you as soon as possible and during the semester in which it was missed, Fall, Spring, or Summer. In order to minimize absences, students who may have a prolonged conflict with their regular lesson time should request a permanent lesson time change well beforehand.

Practice

Regular, consistent practice is essential to your child's progress. Students will sign a contract agreeing to practice the designated amount for their age. Recording practice time and getting your signature is part of the Clavier-Werke contract. This helps our students develop the habit of practicing responsibly. Students are awarded a trophy at the end of the year if they fulfill all the conditions of the contract. We find our students respond positively to this incentive-based process. Total minimum practice requirement per week per grade:

PreK 25 Minutes	Kindergarten 50 Minutes	1 st Grade 50 Minutes	2 nd Grade 75 Minutes	3 rd Grade 100 Minutes
4 th Grade 125 Minutes	5 th Grade 150 Minutes	6 th Grade 175 Minutes	7 th Grade 200 Minutes	8 th -12 th Grade 225 Minutes

Calendar

No lessons will be scheduled during Thanksgiving, Christmas, Spring Break, Easter Sunday or Memorial Day. A complete calendar for the year is available on the website and will include tentative dates listed for Master Classes and recitals.

Summer Study

We recommend that students take as many lessons as possible during the summer. Our younger students who drop out during the summer tend to lose around fifty percent of their reading skills which then take valuable lesson time to recover in the fall. And because teachers prefer to use summer lessons to choose and get started on new repertoire for older students, summer lessons mean much more progress and efficient practice in the fall months.

In order to hold your child's place in your teacher's studio, we expect you to take a minimum of six lessons during the summer. Discounts will be offered for any additional lessons beyond the required six lessons. Please note that preschoolers and students who take more than one instrument at Clavier-Werke are only required to take four summer lessons (per instrument.)

If you decide to drop out for the summer you must give us written notice by June 1st and your place in your teacher's studio will be in jeopardy. Teachers are not required to hold your place throughout the summer and may choose to take new students in order to keep a full schedule.

Summer tuition will be assessed in June and July and your tuition payments for the following school year are made in advance and are due beginning in August.

Parent-Teacher Communication

Please let us know immediately of any problems you are experiencing. Our goal is to create accomplished, confident musicians. We encourage open and direct communication with your teacher and suggest the most efficient way to do this is by email. Email addresses are listed on your assignment sheets. Your teacher will make every effort to contact you within 24 hours. If you have questions or concerns regarding studio policies or basic teaching philosophies, please contact the Director Susan Allen at sallen210@aol.com. We can better serve you if we know your concerns.

Termination of Lessons

If you wish to discontinue lessons, a written notice must be given 30 days prior to termination. Full payment through the final 30 days is required. Students are expected to attend the lessons during the 30 day termination period. The teacher, parent, and student should then make every effort to create a positive and respectful ending to the music experience.