

# 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.



## **Highly recommended**

## **Theory Lab:**

Boost your child's progress significantly by enrolling in theory lab. The most basic music fundamentals are taught every week throughout the year. Fundamentals like note, interval and key signature recognition; activities teaching rhythm values and patterns; sightreading and ear training will help your child learn and memorize their pieces more quickly. Recognizing the key signature of a piece helps the student understand how the melody is constructed and how the chords support the melody. Reviewing, drilling and memorizing these very important concepts on a weekly basis throughout the year under the supervision of a teacher will not only motivate your child to practice more because they have more tools to work with but because these skills are initially difficult to grasp. The first two years of a beginner's studies will be much easier with assistance from the lab teacher. Scheduling is easy and convenient. The thirty minute lab lesson is budget friendly, only one-third the cost of the private lesson. Help your child as they begin their musical studies by signing them up for lab!



## **Required**

## **Theory / Musicianship Week:**

We set aside one week in early spring to allow teachers to assess students' progress in the following skills: sightreading, ear training, theory and technique. We encourage all CW students to participate! **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.



## **Highly recommended**

## **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 for each participating child.**



## **Required**

## **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.



## **Highly recommended**

## **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.**

(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\***

### Attendance Policy

**Parents: Lesson attendance is necessary and expected. Please read the following policy details carefully.**

- You are allowed up to and no more than two makeup lessons per semester. It is your responsibility to contact the teacher to arrange a makeup lesson. These two make ups will be offered for absences due to illness and required academic conflicts only.
- No-show lessons will not be considered eligible for a make up. Lessons missed due to academic conflicts require 48 hours notice to be eligible for a make up but please give more notice if possible. For lessons missed due to illness notice must be given as soon as possible and before the start of the lesson to be eligible for a make up. Please do not bring your child if they are ill.
- Makeup lessons must be scheduled at the teacher's convenience and within sixty days.
- Missed makeup lessons cannot be rescheduled.
- If the teacher misses the lesson, the option to reschedule will be offered to you as soon as possible and within sixty days.

We are asking for ample notice of cancellation in order for the teacher to use the missed lesson time productively. Teachers are juggling extremely tight schedules so as much notice as possible is appreciated and alleviates the stress of rescheduling.

### Materials

A nonrefundable Registration / Materials fee will be charged annually. The fee covers music, materials and supplies needed for the entire year and is due upon enrollment. Visit [clavierwerke.com/policies](http://clavierwerke.com/policies) for a detailed list of all items covered by the registration fee. In addition, students taking the Lab will pay a \$25.00 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 1<sup>st</sup> 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.**

### 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 <sup>st</sup> Grade 50 Minutes	2 <sup>nd</sup> Grade 75 Minutes	3 <sup>rd</sup> Grade 100 Minutes
4 <sup>th</sup> Grade 125 Minutes	5 <sup>th</sup> Grade 150 Minutes	6 <sup>th</sup> Grade 175 Minutes	7 <sup>th</sup> Grade 200 Minutes	8 <sup>th</sup> -12 <sup>th</sup> 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](mailto: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.