

**Piano and Harp Studio, Cypress TX and Milwaukee, WI**  
**Studio Policy and Requirements November 2022**  
**346-332-1835 (text) | [MaryRadspinner@gmail.com](mailto:MaryRadspinner@gmail.com)**

**My Music Staff:** Students are expected to log into their portal on My Music Staff and use the timer to log practice minutes. If this is impossible, I need the students to email/text me their practice times at the end of the week. My Music Staff is software for music teachers. It features a way for students and parents to check in during the week. Students can send videos, find their online repertoire, log their practice and much more. Students have received login information innumerable times.

**Practice:** Students are expected to practice a minimum of 4 times per week. If students have too many unprepared lessons, I will consider termination of their lessons. Students are expected to have practiced and have their music in their bag (or close by for online experience) and prepared.

**Sending Music by email:** When I send a student music via email, I expect that music to be printed or imported to a tablet and ready for the next lesson.

**Recital:** Students are required to participate in at least one recital. Because of the nature of piano teaching in 2022, many parents cannot attend events in person. Some recitals will be video. Other and smaller performance opportunities may be available at various times during the year.

**Touching Base:** I love it when my students send practice video/audio recordings! This is a great way to check-in through the week, between lessons. Just send a recording of each assigned piece, and I will respond with feedback in either a written, video recording, or audio recording format. You can text me at 346-332-1835, use Google Chat, FB messenger, whatever works for you. There is no extra charge for this. Students can make INCREDIBLE progress by taking advantage of this technology.

**Missed Lessons:** Because I so often give an extra 10 minutes at a lesson, I do not provide make-up lessons. If you give me adequate notice of at least 8 hours, your missed lesson will not be billable. Otherwise your missed lesson is billable. **Teacher Absences:** When I am traveling or have a performance obligation and cancel a student lesson, the lesson is not billable; it is rolled over as credit to the next month.

**Practice Challenge:** The two students with the most minutes at the end of each month receive a \$2 bill. 3rd and 4th place receive a dollar coin. **Students log their practice at My Music Staff.** You have all received your password many many many many times. Students may also text me their practice times for the week.

**Parent Responsibilities:** Please know when your children are playing at a special event by keeping up with your emails from me. Two other ways: check out my website at PianoAndHarpStudio.com and check out the portal at My Music Staff (there is a link on my PianoAndHarpStudio.com site).

**Other activities:** There are many other activities sponsored by "Music Teachers National Association" such as: theory tests, festivals, contests and composition projects. I am no longer participating in theory tests, but I like my students to enter at least one festival or contest in addition to their recital. Those interested in composing may need extra time, and we will discuss that on a need be basis. See my website for events and dates.

**Fees and Tuition:** This information is in a separate document. I will be looking at a cost of living price increase starting January 1, 2023. I will connect with all parents by mid-November.

**Parents please let me know that you have received this studio policy. I do not require you to sign it, but your being aware of practice requirements and events is very important to me.**