

Yeon-Kyung Kim Piano Studio Policy

This Studio Policy sets forth the standards and expectations that I have for each student. To help all of my students learn in a professional setting and an organized manner, I need the students and parents to review this Studio Policy to be on the same page with the expectations. While we can make exceptions for the unexpected event, this Studio Policy will guide the students. Please let me know if you have any questions.

Communication

Communication between students, parents/guardians, and the teacher is crucial to succeeding in the piano lesson. I strive to exchange the observation, expectation, and encouragement verbally. Scheduling always needs to be communicated as early as possible. Email and text messages work best. I might not be available to pick up a call, but I will call back at the earliest convenience.

Email: ckimyk@gmail.com, mobile: (734) 545-0607

Practice and Parent Involvement

Students should practice every day during the time of the study. Please try to set aside a small portion of your day for a regular practice. For the students who are younger than ten years old, parent involvement is strongly encouraged for students who need assistance through their practice. A parent/guardian is to be present during the lesson, if possible at all, observe how the student learns, and understand what to work on during the week to guide and monitor the practice. Otherwise, I will spend the last five minutes of the lesson with the guardian to confirm the progress and assignments.

Practicing includes but is not limited to reviewing the lesson, polishing the repertoire (a piece of music), and repeating and expanding the musical activities from the lesson. Good practice unfailingly leads to progress, which keeps the student's interest in music and the piano.

Lesson environment

An appropriate space with the piano or a weighted-key digital piano is necessary for the student to focus on the piano lesson. Siblings are encouraged to quietly watch the lesson, and pets are asked to be separated from the room.

Student Progress and Recitals

The student/guardian and I will talk about goals in piano playing and music education. Setting a goal provides the student with motivation, the sense of accomplishment when it was successfully achieved, and the experience to work with the goal if the student is not satisfied at the end.

- Short-term Goals: every month or every other month, according to the student's progress.
- Studio Recital: A recital is an excellent opportunity to present the student's endeavor throughout the year and appreciate other students' playing. Students will work hard to make the music polished, solid, and to play fluently. Upon the successful completion of the recital, students will experience a great deal of joy.
 - Students are strongly encouraged to participate in the recital. There is an annual winter recital. A summer recital might be held when possible.
 - The piece to be played is typically decided more than a month in advance. The music is encouraged to be memorized, but the student may use the score. The student and I will polish the piece over time and ensure that the student is confident and comfortable about playing the piece. When using an outside venue, such as a church, I will provide the information as soon as the venue confirms. I strive to find a free venue. If I can't find one, I might ask students for a divided rental fee.
 - During COVID, it will be a virtual recital. Students must set up their devices accordingly and be present throughout the recital. Students may record in advance and send it to me so I can stream. Unless there is an emergency, students who send their recordings must be present throughout the recital.

- Progress Report: Students/parents will receive a yearly progress report that shows the student's work, musical abilities that are fostered during the time of the study, and musical suggestions to be explored.

Studio Calendar

The students receive 44 lessons per year. Ideally, the lessons will be divided into approximately 22 lessons in the first half of the year and another 22 lessons later. The eight weeks of breaks will include seasonal breaks, national holidays, students' travels, or the teacher's absence.

- Summer & Winter Breaks: I make space for a summer program or the holidays at the end of the year: for example, three weeks in July and two weeks at the end of December. Students and I will discuss the exact date as early as April for summer and November for winter.
- Travel: If a student has a travel plan, the notice should be made no later than one week in advance, but an earlier notice is appreciated. When it is difficult to plan a make-up lesson, the student will skip that week(s), and the lesson will resume after the travel.
- Teacher's Absence: It accounts for teacher absences from professional commitments or other reasons beyond the teacher's control.
 - For scheduled performances and travels, I will provide advance notice to the parent/student and reschedule if necessary to provide each student with the 44 arranged lessons.
 - For illness or family emergency, I will notice as early as I can and plan a make-up lesson.

Payment

Monthly installments for 44 lessons per year should be paid in a timely manner.

- Students through Cincinnati Strings (City Strings) should follow their payment policy.
- Students enrolled directly to my studio, not through any agent, will follow the payment policy stated below:

- The payment period starts after the initial diagnostic lesson.
- I request the payment through an online payment service, for example, Venmo or Zelle. Your payment should be made within 72 hours of the request.
- After the 72 hours, there is a \$5 late fee per every 24 hours.
- If you need extra time, please let me know so we can arrange an extension.
- Monthly installment amount for different lesson lengths are: \$110 for 30 minutes, \$165 for 45 minutes, \$220 for 60 minutes.
- Extra lessons: if there were 44 lessons fulfilled and extra lessons occurred within the year, I will charge each lesson separate from the monthly installment.

Make-up Lessons

There is no make-up lesson for a last-minute cancellation by a student. I may provide one when a time slot is available if 1) a student provides at least a day before an expected absence, and 2) the reason for the absence is in the judgment of the studio beyond the reasonable control of the student (e.g., illness, inclement weather, and so forth). The offering of a make-up lesson will be within the complete discretion of the teacher.

Music Material

Students will be provided with a list of the music instruction materials. Students must purchase the materials during the time of the study. I allow at least a week for the material to be ready to use. The material includes but is not limited to: the instrument, books, a binder, or a notebook. When I purchase the material, I provide the receipt for a reimbursement through cash, or online money transfer apps, such as Venmo or Zelle.

Usage of Media Recordings

Pictures and video recordings of students that are taken during lessons are not used on any social media, except for my professional website, Yeonkyungkim.com. The materials might also be used as an aid to my pedagogical research presentation. Upon a plan to use such material, I

will ask the student/guardian for permission to release it. If the permission is not granted, the material will not be used.

Terminating Lesson

If you want to pause or end the piano lesson, please let me know as soon as you know.

- Students through Cincinnati Strings should follow the policy of City Strings & Piano.
- Students enrolled directly to my studio:
 - Sad to see you go! Please let me know as early as 15 days before. Refund of the monthly tuition already paid is not available.

These policies are subject to change and will be updated as needed. Every time the policy is updated, students will be noticed and provided with the new policy.