The Piano School of Gaithersburg, Maryland

2015-2016 School Year

Director: Dr. Eugenia L. Posey-Marcos

Telephone: 1-240-631-2232

Dear Parent, Guardian, and Student:

I hope you are enjoying the last bit of summer vacation. Exciting plans are in the works for the new school year for the Piano School of Gaithersburg. Please read and keep this document for future reference. I will have hard-copies available when you come to the first lesson. Parents, guardians and adult students, please sign below if you accept the policies, procedures, and schedules for the 2015-2016 Piano School of Gaithersburg in order to enroll your child or yourself (for the adult student). Please return this page with the first lesson. Also, please fill out the updated registration form for your child (children) or self (if adult student) so that the Piano School will have updated information. Hard copies and forms will be available at the first lesson. *I must have* a new application form *for each student*. Please let me know immediately if the student needs to change his/her lesson day and time from last year’s day and time. After August 20th, any lesson time reserved last year will be opened up for other students, unless I have heard from you to confirm your time.

Rather than paying a monthly tuition, I have decided to use a quarterly plan. The first Quarter will cover lessons from September through December, 2015. The Second Quarter will cover lessons from January through end of March, and the third quarter will cover lessons from April, May, and part of June. Please see the accompanying Calendar and Tuition rate pages and tables.

A non-refundable Registration-Activity Fee of $100 is required for each student and will be a separate expense this school year. The registration expense will include (1) new books (up to $40 per student including Holiday music—if books are above $40, students may have to buy some of the books on their own), (2) Guild registration expense ($30-40 dollars), (3) Montgomery County Music Teachers Association competition and testing fees ($15-20 per event), (4) supplementary music: sheet music, scale and theory books, ensemble music, (5) The Piano Olympics and (6) recital expenses. For those students not wanting to participate in the Guild, the registration fee will be $70.00.

Lessons are not paid for weekly but by the quarterly or annual plans outlined in the accompanying materials. Tuition has increased to $35 per half hour lesson for private lesson, in my studio or via Skype (special circumstances). For those students who have enrolled for both private lessons and group lessons (45-minute group lesson offered on Saturday afternoon only) the group lesson will be half price. If only the group lessons are taken without a weekly private lesson, the cost is $20.00 per 45 minutes. There will be a limit of 8 students per class.

As the policy stands, there will be no individual make-up lessons. Instead, group lessons on Saturday evening will be offered monthly ***or*** a video-taped lesson/activity will be provided on my website (beginning in October). This is the only fair way to accommodate everyone. The dates and times are provided in the Calendar following this newsletter.

Every student is eligible to participate in the Piano Guild. Students may play two “Guild-authorized” pieces (minimum) up to 15 pieces (called International level). The Guild will be in the May-to-June time-frame (exact dates will be announced later). The registration is always the end of January, however. The fee ranges from $30-$40 depending on the difficulty of the programs and number of pieces played. (This fee will be covered by the PSG Registration-Activity fee this year). I will send applications, though,

for parents to sign and to discuss with their child the number of pieces he/she will commit to play from memory. Students benefit from being critiqued by the fine judges that are sent by the Headquarters Piano Guild. It prepares students for really refined and polished piano playing and prepares those students wishing to enter competitions and festivals.

We will have the first Piano School of Gaithersburg **Piano Olympics** in the spring, around the time of the Piano Guild. These **Olympics** will follow the guidance of Alexander Peskanov’s Piano Olympics Regime. To conclude the occasion, a special ceremony and recital by a visiting artist is being arranged.

Students are also encouraged to sign up with the *Tacy Foundation* to perform at local hospitals and nursing homes. I will be providing more information in a later email.

Also, don’t forget to visit the [www.pianoschool.us.com](http://www.pianoschool.us.com) and www.pianoschoolusa.com websites. To access the Theory Page for PSG Students you will logon as "student" and password "piano".

I invite parents and adults to become friends of The Piano School on Facebook—the name is Pianoschool Gaithersburg. I have set up a Group section in which we could share photos of the recital or special events and limit it only to Piano School students and parents. Thank you.

Sincerely,

Eugenia Posey-Marcos, Ph.D.

Co-owner, Director

The Piano School of Gaithersburg, Maryland

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email: pianoschoolgaithersburg@gmail.com



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###### For the parent, guardian, and adult piano student:

I have read and understand the document “THE PIANO SCHOOL of Gaithersburg, Maryland Policies, Procedures, Schedules” and accept the policies, procedures, and schedules for the 2014-2015 Piano School of Gaithersburg, Maryland school year for my child (children) and/or myself as parent/guardian or as adult student, in order to be processed as a registered student in the Piano School of Gaithersburg, Maryland for the 2014-2015 school year.

Parent, guardian, or adult student signature Date:

## Each Student Must Fill Out This Form

***Application for All Piano School Students Year 2015-2016***

***Welcome to the Piano School. Please complete this form and return it to us, so that we may better serve you and have your contact information for our records.***

***Check if: new* □ *or returning*** □ ***student.***

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Male □ Female □ Age (if <18 yrs.): \_\_\_\_Birth date:

Month / Day / Year

or Adult □

**Parent’s/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Home Address:

Street Address

City State Zip Code

Home Telephone: Cell Telephone:

**Email address (Parents’ email or Adult’s email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If student, indicate grade and name of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your favorite days and times for piano lessons? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Musical Background: (ONLY NEW STUDENTS NEED TO FILL OUT THIS SECTION BELOW)**

1. Have you taken piano lessons before? Yes □ No □ If so, how long?

(Years / Months)

1. If so, did you study privately or group? Where?
2. Please list the books and material you used in your previous study.
3. Have you participated in the Piano Guild Auditions or other music competitions or festivals? Yes □ No □ If so, how many times and what level did you acquire? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not, would you be interested in learning more about these opportunities? Yes □ No □

1. What other kinds of musical activities have you or do you participate in, including other instruments, classes, orchestras, choruses, etc.
2. How did you hear about the Piano School? Website? Sign? Referral? Drive by? Other:

## THE PIANO SCHOOL

of Gaithersburg, Maryland Policies, Procedures, Schedules 2015-2016

### EVENTS and Calendar for PIANO SCHOOL

### *Lessons Resume: We will start after Labor Day*

September 8: Classes resume for **Tuesday** students

September 9: Classes resume for **Wednesday** students September 10: Classes resume for **Thursday** students September 11: Classes resume for **Friday** students

September 12: Classes resume for **Saturday** students

September 13: Classes resume for **Sunday** students

September 14: Classes resume for **Monday** students

***Fall Break:***

 October 16-20 **No lessons** until 5 p.m. on October 21

***Halloween Party-Musicale:***

October 31 (Saturday): Halloween Party from 2-5 p.m.

***Thanksgiving Break:***

November 25-28: Thanksgiving Break--No lessons *(Lessons resume Sunday, November 29)*

 ***Holiday Recital:***

December 21: Holiday Recital-- Times: 5:30 p.m., 6:45 p.m., and 8:00 p.m.

Location: Black Rock Arts Center in Germantown, MD

*NOTE that the Holiday recital will be on Monday—not on the weekend*

(No lessons on Recital Day)

***Winter Break:***

December 23-January 3: Winter Break--No lessons *(Lessons resume Monday, January 4)*

…Schedule Continued…

***Music Teachers Association Piano Festival***

February (TBA): Invitation Only

***Spring Break:***

March 24-April 2: Spring Break--No lessons

*(Lessons resume on Sunday, April 3)*

***High School Senior Awards Ceremony hosted by Montgomery County Music Teachers Association***

(Graduating Seniors only with two guests)

April 30 at 3 p.m. in Bethesday, MD

***Memorial Weekend Break:***

May 28, 29, 30: Memorial Weekend—No lessons but there may be Piano Guild Auditions scheduled

***Piano Olympics:***

May (TBA during the time of the Guild Auditions)

***Piano Guild Auditions***

May 16-June 4: Piano Guild Auditions TBA

***Spring Gala Recital:***

June 11 (Saturday): Spring Gala Piano Recital at Black Rock Arts Center in Germantown, MD starting at 2 p.m., 3:15 p.m., 4:30 p.m.

***End of Spring Quarter:***

Last lesson:

June 7th (Tuesday), June 8th (Wednesday), June 9th (Thursday), June 10th (Friday),

June 12th (Sunday), June 13th (Monday), and June 18th (Saturday)

**2015-2016**

**Piano School Policies and Schedule of Lessons**

**SCHEDULE OF LESSONS**

 **Sunday Lesson Days Monday Lessons Days Tuesday Lesson Days**

Sept. 13, 20, 27 Sept. 14, 21, 28 Sept. 8, 15, 22, 29

 Oct. 4, 11, 25 Oct. 5, 12, 26 Oct. 6, 13, 27

 Nov. 1, 8, 15, 22, 29 Nov. 2, 9, 16, 23, 30 Nov. 3, 10, 17, 24

Dec. 6, 13, 20 Dec. 7, 14, 21 Dec. 1 ,8, 15, 22

**1st Quarter: 14 lessons** **1st Quarter: 14 lessons** **1st Quarter: 15 lessons**

Jan. 3, 10, 17, 24, 31 Jan. 4, 11, 18, 25 Jan. 5, 12, 19, 26

Feb. 7, 14, 21, 28 Feb. 1, 8, 15, 22, 29 Feb. 2, 9, 16, 23

 Mar. 6, 13, 20 Mar. 7, 14, 21 Mar. 1, 8, 15, 22

 **2nd Quarter: 12 lessons** **2nd Quarter: 12 lessons** **2nd Quarter: 12 lessons**

 Apr. 3, 10, 17, 24 Apr. 4, 11, 18, 25 Apr. 5, 12, 19, 26

May 1, 8, 15, 22 May 2, 9, 16, 23 May 3, 10, 17, 24, 31

 June 5, 12 June 6, 13 June 7

 **3rd Quarter: 10 lessons** **3rd Quarter: 10 lessons** **3rd Quarter: 10 lessons**

***Total lessons: 36 Total lessons: 36 Total lessons: 37***

**Wed. Lesson Days**

Sept. 9, 16, 23, 30

Oct. 7, 14, 21, 28

Nov. 4, 11, 18

Dec. 2, 9, 16

**1st Quarter: 14 lessons**

Jan. 6, 13, 20, 27

Feb. 3, 10, 17, 24

Mar. 2, 9, 16, 23

**2nd Quarter: 12 lessons**

Apr. 6, 13, 20, 27

May 4, 11, 18, 25

June 1, 8

**3rd Quarter: 10 lessons**

***Total lessons: 37***

**Thursday Lesson Days**

Sept. 10, 17, 24

Oct. 1, 8, 15, 22, 29

Nov. 5, 12, 19

Dec. 3, 10, 17

**1st Quarter: 14 lessons**

Jan. 7, 14, 21, 28

Feb. 4, 11, 18, 25

Mar. 3, 10, 17

**2nd Quarter: 11 lessons**

Apr. 7, 14, 23, 30

May 5, 12, 19, 26

June 2, 9

**3rd Quarter: 10 lessons**

***Total lessons: 35***

**Friday Lesson Days**

Sept. 11, 18, 25

Oct. 2, 9, 23, 30

Nov. 6, 13, 20

Dec. 4, 11, 18

**1st Quarter: 13 lessons**

Jan. 8, 15, 22, 29

Feb. 5, 12, 19, 26

Mar. 4, 11, 18

**2nd Quarter: 11 lessons**

Apr. 8, 15, 22, 29

May 6, 13, 20, 27

June 3, 10

**3rd Quarter: 10 lessons**

***Total lessons: 34***

**Saturday Lesson Days**

Sept. 12, 19, 26

Oct. 3, 10\*, 24, 31

Nov. 7, 14, 21

Dec. 5, 12, 19

**1st Quarter: 13 lessons**

Jan. 9, 16, 23, 30

Feb. 6, 13, 20, 27

Mar. 5, 12, 19

**2nd Quarter: 11 lessons**

Apr. 9, 16, 23, 30

May 7, 14, 21, 28

June 4, 18

**3rd Quarter: 10 lessons**

***Total lessons: 34***

### Recital Schedule:

**HOLIDAY RECITAL:** December 21, 2015 (5:30 p.m., 6:30 p.m., 7: 45 p.m.) (NOTE this is a Monday late afternoon/evening)

**SPRING GALA RECITAL:** June 11, 2016 2:00 p.m. – 6:00 p.m. (NOTE this is a Saturday afternoon/evening)

### Policies Regarding Rescheduling, Missed lessons and Make-up Sessions:

* 1. There will be *no rescheduling of lessons.* Students may swap their lesson time with another student if he/she is willing, but Mrs. Marcos must be informed in advance and will not be involved with any switch.
1. Only the teacher will reschedule lessons due to inclement weather or her own personal or medical situation. There will be no student rescheduled lessons or individual make-up lessons this school year. *If the teacher is not notified/contacted before the missed lesson, the student will not be eligible for a monthly group make-up session*. Students will only be allowed one make-up session per month provided the teacher is informed at least 24 hours in advance, unless there is a serious reason for missing: family or medical emergency (high fever, nausea, stomach upset, contagious condition with parent and doctor’s excuse). A 48-hour notice would be better, if possible. Otherwise the student will not be eligible for a make-up session. Make-up sessions may be "in studio" as a group lesson or "On-Line" activity to provide an opportunity to make up a lesson if unable to attend the group session. Make-up sessions will be grouped according to age and/or level as shown below. The parent/guardian or adult student may sign up for a make-up session to be offered at these times and dates shown below by calling the teacher or by email at pianoschoolgaithersburg@gmail.com. *No other days will be available for make-up sessions in the studio unless a cancellation occurs with advance notice which could be utilized for a make-up session, to be arranged by the teacher. An on-line make-up lesson may be provided instead, at the teacher's discretion, and if her schedule permits.*
2. There is ***no obligation*** on the part of the teacher for any make-up sessions ***except when the teacher herself has to cancel because of professional, personal, or medical emergency situations.***

4. There are absolutely *no* make-up lessons for those students taking Group/Ensemble Class lessons. Assignments will be provided, so that the student will not fall behind the rest of the students in the class.

5. The Piano School of Gaithersburg will follow the guidelines of the Montgomery County Schools concerning inclement weather. If the Montgomery County Schools are closed due to bad weather conditions, the Piano School will follow suit. Special snow days will be worked into the schedule as needed. Make-up sessions may need to be “group” lessons or ON-LINE Tutorial Lessons will be provided on an as-needed basis.

#### Make-up Sessions (1 class given per month) on Saturday Evening or Optional On-Line Lesson:

Oct. 3, Nov. 7, Dec. 5 , Jan. 9, Feb. 13, Mar. 12, Apr. 23, May 21

Group 1 (Ages 3-5) Time: 4:30-5:00 p.m. (or earlier Sat. if time is available) Group 2 (Ages 6-8) Time: 5:00-5:30 p.m.

Group 3 (Ages 9-12) Time: 5:30 p.m.-6:00 p.m.

Group 4 (Ages 13-17) Time: 6:30-7:00 p.m.

#### Policy for Class Cancellation Due to Bad Weather:

* If the piano lesson should be disrupted by inclement weather or emergencies and if area schools are closed, the Piano School will provide for those students affected with group make-up sessions or provide ON-LINE Tutorial Lessons.

#### Teacher Absence:

* If the teacher has to cancel the lesson, the lesson will be rescheduled to a time that is suitable to student and teacher or refunded.

#### CANCELLATIONS (See Policies Regarding Rescheduling, Missed lessons and Make-up Sessions Above):

Should you need to cancel your lesson, please call within 24 hours of your lesson to be eligible to schedule the group make-up session which will be held only on Saturdays on posted dates and times (subject to rescheduling if inclement weather or teacher absence/emergency) shown below. Please plan your schedules accordingly. *Parents will need to drop their children off for the age-appropriate make-up session and pick their children up within the half hour. The waiting room will not be available during the make-up sessions. No tuition refunds.*

Alternatively, an "On-Line" session may be available if you are unable to attend the Saturday evening session, but only at the discretion of the teacher.

###### Make-up Sessions (only 1 class given per month) on Saturday Late Afternoon/Evenings:

Oct. 3, Nov. 7, Dec. 5 , Jan. 9, Feb. 13, Mar. 12, Apr. 23, May 21

Group 1 (Ages 3-5) Time: 4:30-5:00 p.m. (or earlier Sat. if time is available) Group 2 (Ages 6-8) Time: 5:00-5:30 p.m.

Group 3 (Ages 9-12) Time: 5:30 p.m.-6:00 p.m.

Group 4 (Ages 13-17) Time: 6:30-7:00 p.m.

# TUITION, TUITION PAYMENT, and POLICIES

##### The tuition is a fixed amount based on 34, 35, 36, or 37 lessons. An annual Registration-Activity Fee of $100.00 is a separate fee, to be paid with the 1st Quarter Payment. Tuition may be paid quarterly, or annually (10% discount given on tuition).

**You may choose one of 2 Payment Plans: Annual or Quarterly Plan.**

1. **Tuition rates for ½ hour weekly session per 1 student:**

###### Annual Payment Plan:

Based on 34, 35, 36, or 37 lessons for school year according to the day you have scheduled:

Sunday lessons: 36 lessons for school year @ $35.00 per half hour lesson: $1260 with 10% discount is $1134.00 plus $100 registration-activity fee=$1234.00 for entire school year

Monday lessons: 36 lessons for school year @ $35.00 per half hour lesson: $1260 with 10% discount is $1134.00 plus $100 registration-activity fee=$1234.00 for entire school year

Tuesday lessons: 37 lessons for school year @ $35.00 per half hour lesson: $1295 with 10% discount is $1165.00 plus $100 registration-activity fee=$1265.00 for entire school year

Wednesday lessons: 37 lessons for school year @ $35.00 per half hour lesson: $1295 with 10% discount is $1165.00 plus $100 registration-activity fee=$1265.00 for entire school year

Thursday lessons: 35 lessons for school year @ $35.00 per half hour lesson: $1225 with 10% discount is $1102.50 plus $100 registration-activity fee = $1202.50 for entire school year

Friday lessons: 34 lessons for school year @$35.00 per half hour lesson: $1190 with 10% discount is $1071.00 plus $100 registration-activity fee = $1171.00 for entire school year

Saturday lessons: 34 lessons for school year @$35.00 per half hour lesson: $1190 with 10% discount is $1071.00 plus $100 registration-activity fee = $1171.00 for entire school year

###### Annual Payment Plan for Half-Hour Sessions

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| --- |
| Annual Payment Plan for Scheduled Half Hour Session with 10% Lesson Fee Discount and Registration-Activity Fee Included |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 36 | 36 | 37 | 37 | 35 | 34 | 34 |
| Cost ($) | $1234 | $1234 | $1265 | $1265 | $1202.50 | $1171 | $1171 |

###### Quarterly Payment Plan:

###### First Quarter: September, October, November, December

###### 15 lessons if your lesson days are on Tuesdays: 15 @ $35.00 per half hour lesson: Total 1st Quarter Tuition: $525 plus $100 registration-activity fee = $625.00

###### 14 lessons if your lesson days are on Sundays, Mondays, Wednesdays, Thursdays: Total 1st Quarter Tuition: $490.00 plus $100 registration-activity fee = $590.00

###### 13 lessons if your lesson days are on Fridays or Saturdays: Total 1st Quarter Tuition: $455.00 plus $100 registration-activity fee = $555.00

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| First Quarter Payment Plan for Half Hour Session |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 14 | 14 | 15 | 14 | 14 | 13 | 13 |
| Cost | $590 | $590 | $625 | $590 | $590 | $555 | $555 |

###### Second Quarter: January, February, March

###### 12 lessons if your lesson days are on Sundays, Mondays, Tuesdays, Wednesdays: Total 2nd Quarter Tuition: $ 420.00

###### 11 lessons if your lesson days are on Thursdays, Fridays, Saturdays: Total 2nd Quarter Tuition: $ 385.00

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| Second Quarter Payment Plan for Half Hour Session |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 12 | 12 | 12 | 12 | 11 | 11 | 11 |
| Cost | $420 | $420 | $420 | $420 | $385 | $385 | $385 |

###### Third Quarter: April, May, June (partial month)

###### 10 lessons scheduled when your lesson day falls on Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

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| Third Quarter Payment Plan for Half Hour Session |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 10 | **10** | **10** | **10** | **10** | **10** | **10** |
| Cost | $350 | **$350** | **$350** | **$350** | **$350** | **$350** | **$350** |

###### 10 lessons 10 @ $35.00 per half hour session = $350

###### 11 lessons 11 @ $35.00 per half hour session = $385

###### 12 lessons 12 @ $35.00 per half hour session = $420

###### 13 lessons 13@$35.00 per half hour session = $455

###### 14 lessons 14 @ $35.00 per half hour session = $ 490

###### 15 lessons 15 @ $35.00 per half hour session = $ 525

$100 Registration-Activity Annual Fee due along with 1st Quarter Tuition

1. **Tuition rates for 45-min weekly session per 1 student:**

###### Annual Payment Plan:

One 45-minute session is $52.50. A $100 Registration-Activity Fee is also added to the 1st Quarter Payment. The Registration-Activity expense will include (1) new books (up to $40 per student including Holiday music—if books are above $40, students may have to buy some of the books on their own), (2) Guild registration expense ($30-40 dollars), (3) Montgomery County Music Teachers Association competition and testing fees ($15-20), (4) supplementary music: sheet music, scale and theory books, ensemble music, (5) The Piano Olympics and (6) recital expenses. For those students not wanting to participate in the Guild, the registration fee will be $70.00.

###### A 10% discount is calculated with the annual tuition fee and then the $100 Registration-Activity Fee is added to the cost.

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| Annual Payment Plan for Scheduled 45-minute Session with 10% Lesson Fee Discount and Registration-Activity Fee Included |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 36 | 36 | 37 | 37 | 35 | 34 | 34 |
| *Cost ($)* | $1801 | $1801 | $1848.25 | $1848.25 | $1753.75 | $1706.50 | $1706.50 |

###### Quarterly Payment Plan:

###### The 1st Quarter Payment includes the $100 Registration-Activity Fee.

|  |
| --- |
| First Quarter Payment Plan for 45-min Session: Sept., Oct., Nov., Dec. |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 14 | 14 | 15 | 14 | 14 | 13 | 13 |
| Cost | $835 | $835 | $887.50 | $835 | $835 | $782.50 | $782.50 |

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| --- |
| Second Quarter for 45-min Sessions: Payment Plan: Jan., Feb., Mar. |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 12 | 12 | 12 | 12 | 11 | 11 | 11 |
| Cost | $630 | $630 | $630 | $630 | **$577.50** | **$577.50** | $577.50 |

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| Third Quarter Payment Plan for 45-min Session: Apr., May, June (partial month) |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 10 | **10** | **10** | **10** | **10** | **10** | **10** |
| Cost | $525 | **$525** | **$525** | **$525** | **$525** | **$525** | **$525** |

#### Tuition rates for 1 hour weekly session per 1 student:

###### Annual Payment Plan for One Student:

###### Lessons are $70 per hour. A 10% discount is calculated with the annual tuition fee and then the $100 Registration-Activity Fee is added to the cost.

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| Annual Payment Plan for “One-Hour Session” with 10% Lesson Fee Discount and Registration-Activity Fee Included |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 36 | 36 | 37 | 37 | 35 | 34 | 34 |
| *Cost ($)* | $2368 | $2368 | $2431 | $2431 | $2305 | $2242 | $2242 |

###### Quarterly Payment Plan:

###### A one-hour individual lesson is $70.00. The $100 Registration-Activity Fee is added to the 1st Quarter Payment.

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| First Quarter Payment Plan for One-Hour Session |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 14 | 14 | 15 | 14 | 14 | 13 | 13 |
| Cost | $1080 | $1080 | $1150 | $1080 | $1080 | $1010 | $1010 |

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| Second Quarter Payment Plan for One-Hour Session |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 12 | 12 | 12 | 12 | 11 | 11 | 11 |
| Cost | $840 | $840 | $840 | $840 | $770 | $770 | $770 |

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| Third Quarter Payment Plan for One-Hour Session |
| # of Lessons | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Cost | $700 | **$700** | **$700** | **$700** | **$700** | **$700** | **$700** |

#### Group Class (Ensemble/Theory/Ear-training): 45-min weekly session

###### Annual Payment Plan: (10% discount)

|  |
| --- |
| Annual Payment Plan for Scheduled 45-minute Session |
| # of Lessons | Saturday |
| 28 for school year 2015-2016 |
| *Cost ($)* | $604 (includes 10% discount) plus $100 Registration-Activity Fee if student is only signed up for the group lessons. This fee is waived for students participating in private lessons and who have already paid the Registration-Activity fee. The annual tuition will be $252.00 for 28 group lessons. However, books for the group session will be a separate expense.  |

###### Quarterly Payment Plan:

###### A $100 Registration-Activity Fee will be charged if the student is not enrolled in private lessons. If the student has already paid the Registration-Activity Fee with the private lessons, only purchase of books will be required.

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| 1st Quarter Payment Plan for Scheduled 45-minute Group Session |
| # of Lessons | Saturday: Sept. 12, 19, 26; Oct. 3, 10, 24; Nov. 7, 14, 21, Dec. 5, 12, 19 |
| 12 Lessons |
| *Cost ($)* | $240 (plus $100 Registration-Activity Fee if student is only signed up for the group lessons) or $120 (if enrolled also as private student).  |

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| 2nd Quarter Payment Plan for Scheduled 45-minute Group Session |
| # of Lessons | Saturday: Jan. 9, 23, 30; Feb. 13, 20, 27, Mar. 5, 12, 19 |
| 9 Lessons |
| *Cost ($)* | $180 (if not enrolled in private lesson) or $90 (if also enrolled as private student) |

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| 3rd Quarter Payment Plan for Scheduled 45-minute Group Session |
| # of Lessons | Saturday: Apr 9, 16, 23; May 7, 14, 21, June 4 |
| 7 |
| *Cost ($)* | $140 (if not enrolled in private lesson) or $70 (if also enrolled as private student) |

[NOTE: The waiting room *will not* be available during the group sessions.]

####  For Group Only Enrolled Students:

###### Annual Plan for Students Enrolled Only in Group Lessons:

### Students only enrolled in Group Class only and not in private lessons, will also have to pay the Registration-Activity Fee of $100. The fee is included in the Annual Payment Plan and in the First Quarter Plan if Quarter Plan is selected.

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| --- |
| Annual Payment Plan for Scheduled 45-minute Group Session with 10% Lesson Fee Discount and Registration-Activity Fee Included |
| # of Lessons | Saturday | Sept. 12, 19, 26; Oct. 3, 10, 24; Nov. 7, 14, 21; Dec. 5, 12, 19 Jan. 9, 23, 30; Feb. 13, 20, 27; Mar. 5, 12, 19Apr. 9, 16, 23, 30; May 14, 21; June 4 |
| 28 |
| *Cost ($)* | $604 |

###### Quarterly Payment Plan for Students Enrolled Only in Group Lessons:

###### The 1st Quarter Payment includes the $100 Registration-Activity Fee for students only enrolled in group lessons only. Per group session rate is $20

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| First Quarter Payment Plan for Group Session: Sept., Oct., Nov., Dec. |
| # of Lessons | Saturday | Sept. 12, 19, 26; Oct. 3, 10, 24; Nov. 7, 14, 21; Dec. 5, 12, 19 |
| 12 |
| Cost | $340 |

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| Second Quarter Payment Plan for Group Session: Jan., Feb., Mar. |
| # of Lessons | Saturday | Jan. 9, 23, 30; Feb. 13, 20, 27; Mar. 5, 12, 19 |
| 9 |
| Cost | $180 |

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| Third Quarter Payment Plan for Group Session: Apr., May, June (partial month) |
| # of Lessons | Saturday | Apr. 9, 16, 23; May 7, 14, 21; June 4 |
| **7** |
| Cost | **$140** |

####  For Dual-enrolled Students:

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###### Student enrolled in Private Lessons will have already paid the Registration-Activity Fee. However the purchase of music for the group class may be a separate expense on an as-need basis. The rate is ½ price for private students.

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| Annual Payment Plan for Scheduled 45-minute Group Session with 10% Lesson Fee Discount for Private-and-Group-enrolled Student |
| # of Lessons | Saturday | Sept. 12, 19, 26; Oct. 3, 10, 24; Nov. 7, 14, 21; Dec. 5, 12, 19 Jan. 9, 23, 30; Feb. 13, 20, 27; Mar. 5, 12, 19Apr. 9, 16, 23, 30; May 14, 21; June 4 |
| 28 |
| *Cost ($)* | $252 |

###### Quarterly Payment Plan for Group Lessons for Students Enrolled in Private and Group Lessons: *(Registration-Activity Fee already paid—only music to buy is a separate expense)*

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| First Quarter Payment Plan for Group Session for Private-and-Group enrolled student: Sept., Oct., Nov., Dec. |
| # of Lessons | Saturday | Sept. 12, 19, 26; Oct. 3, 10, 24; Nov. 7, 14, 21; Dec. 5, 12, 19 |
| 12 |
| Cost | $120 |

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| Second Quarter Payment Plan for Group Session for Private-and-Group enrolled student: Jan., Feb., Mar. |
| # of Lessons | Saturday | Jan. 9, 23, 30; Feb. 13, 20, 27; Mar. 5, 12, 19 |
| 9 |
| Cost | $90 |

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| Third Quarter Payment Plan for Group Session for Private-and-Group enrolled student: Apr., May, June (partial month) |
| # of Lessons | Saturday | Apr. 9, 16, 23, 30; May 14, 21; June 4 |
| **7** |
| Cost | **$70** |

### BILLING PROCEDURES

* For the annual tuition plan, payment is due *the first lesson of the school year* and no later than September 25th.
* For the quarterly tuition plan, payment is due *the first lesson in Sept*., 2015 first lesson in January, 2016, and first lesson in April, 2016.
* Cash or checks are accepted. Checks should be made to *The Piano School*.

### LATE PAYMENT and RETURN CHECKS POLICY

* *A $15 late fee will be charged for tuition received after the 2nd lesson of the month-- the date on the calendar)*
* *Cash or checks made payable to The Piano School are accepted.*
* *For “bounced” checks or checks with insufficient funds that cannot be cashed, a $50 fee will be charged along with any additional bank service fees and any tuition due.*

### DISMISSAL AND TERMINATION POLICY

Should a student decide to terminate lessons before the end of the year, notification must be made by the parent or guardian one month in advance. All tuition must be paid up through the end of the last quarter that the student would be enrolled. For those students who have paid the full tuition or quarterly plan, *tuition for those lessons not taken, but paid for, will be returned.* The Registration-Activity Fee is non-refundable. Only lessons that have been cancelled with a month’s grace period will be refunded.

The teacher reserves the right to terminate lessons should the following occur:

* Non-payment of lessons
* Lack of interest by the student
* The student is not practicing and does not complete assignments
* Student does not bring lesson and assignment books to lesson
* Student may be too immature or unresponsive to teacher’s or parent’s instruction and guidance
* Student continually misses lessons

### REGARDING GUESTS

Friends of students *are not permitted to attend lessons*. If a friend of a student is interested in starting piano lessons, the friend's parent or guardian must call the teacher for an appointment.

### REGARDING THE WAITING ROOM AND GUEST REST ROOM

The waiting room is for the parent or other piano students to wait while a lesson is ongoing. Young children *cannot* be left in the waiting room alone*. Visiting children must not be left unattended and cannot stay unless a parent/adult is present in the waiting room.* A sitter fee will be charged if a parent is more than a half hour late in picking his/her child/children up. Students are not allowed to wander through the house. The guest restroom must be left tidy and clean. If there is a problem, the teacher must be informed immediately.

### REGARDING TELEPHONE CALLS DURING LESSON TIMES

### Should you call during a lesson time, please leave a message with the time, your name, number, and purpose of the call. I try not to answer calls during the student’s lesson. I will try to answer the call immediately after the lesson has finished. If possible, please try to call before 3 p.m. or between 9 – 10 p.m. I will try to answer your calls as soon as possible or may email you instead. Thank you.

### Studio/Home Telephone: 1-240-631-2232

### Mobile Telephone: 1-240-467-0652

### EMAIL: FACEBOOK:

### PianoSchoolGaithersburg@GMAIL.COM Pianoschool Gaithersburg

### Websites:

### <http://www.pianoschool.us.com>

### <https://www.PianoSchoolUsa.com>

#### PRACTICE TIPS FOR STUDENTS AND PARENTS:

Dear Students and Parents:

Please read this letter with your parents to get ready for the new Piano School Year 2015-2016.

Here are some simple tips for efficient piano practice. Remember that “Practice makes progress”!

**Student’s First Assignment for the 2015-2016 Piano School Year**

At your first lesson your teacher wants to see your (1) written goals for the school year, (2) goals up through December, 2015, and (3) goals for each month. Get a notebook and start writing. Follow this plan.

1. Have your notebook and pencil ready.
2. Write down your goals for this year. What do you want to do by the end of the school year? What do you want to learn? Do you want to complete your method books by the end of the year? What pieces do you really want to play? How many pieces do you think you can memorize and master?
3. Next, write down what you want to accomplish by December 2015? Be realistic.
4. Now set your goals for each month. Can you practice 5 hours each week for a month?
5. Now set your goals for each week. Could you learn 2 scales and cadence chords each week, in addition to memorizing one piece, sight-read one piece each day, tackle one new piece each week?

**Tips for Practicing**

Now Dr. Posey-Marcos (Mrs. Marcos) would like to give you some advice on how to practice and set goals for each practice session (which needs to be at least 5 sessions per week).

1. Set your goal for each practice session. What needs to be done? Do you to need to work on a difficult passage? Is there a stylistic issue or rhythmic passage that needs to be addressed? Are you having trouble with a fast run (scale passage)?

Once you have identified what you want to accomplish then…..

1. Warm-up with scales, chords, and other technical exercises you have learned. Play the scale of the pieces you are working on and also the primary chords and cadence chords for each piece. This is a good way to start.

3. Select the piece you want to work on first. Slowly play through your piece. If the piece is new, play as many details on your first read as possible. Dynamics, articulation, phrasing, are as much a part of the music as the pitches and rhythms. If the piece is confusing or difficult, try playing each hand separately. Note where you are struggling – whether it be with unsure notes, struggling for notes, fingering issues, problem with the rhythm, stylistic, or interpretation issues.

 4. Once through the piece, jot the trouble sections down – use measure numbers, words, or page numbers to indicate where the trouble spots are. Hang on to these notes for your next practice session and/or lesson!

 5. Try by yourself or with the help of your teacher, break down the piece into sections. Work on sections individually. Analyze what difficulties are present in each section and set goals for overcoming the difficulties. For example, identify and isolate each trouble spot. The spot may be only a small three measure section that gives you trouble. Work slowly, building up speed gradually to master the passage. Try to incorporate the tips you have learned at your lessons to master one section at a time. Once you can play that section successfully, repeat it at least three times before moving on to the next challenge.

 6. Evaluate – Have you accomplished the goal/s you set for this practice session?

 7. Finish your practice session with a final run-through of your piece incorporating your new mastery after completing work on trouble spots. Make notes of your outcome. Save your notes for your next practice session.

**Additional tips**

Remember five keys for brilliant technic: (1) good posture, (2) good hand position which contributes to curved, supporting fingers, and(3) consistent, well-chosen fingering, (4) steady beat, and (5) and most importantly “listen”.

Repetition is key to learning a piece but remember the number of times you play a passage correctly needs to far outweigh the number of times you played it incorrectly. If you play a passage with mistakes 5 times and finally get it right on the sixth try, do not move on until you can play the passage correctly at least 7 times.

**Just to Recap**

#### Set goals for yourself.

####  What do you want to learn?

#### Hopefully, you want to learn to play the piano and “create” music. You probably want to learn to understand and appreciate music more, too. We study past masters of music in order to understand how our music has evolved, how our past cultures have influenced our thinking and concepts, and for the sheer enjoyment and pure, simple delight that this music brings to us, even though the music may be 350 years old.

####  How can we accomplish our goals?

#### Through practice, listening, attending musical events, participating in musical events, through reading and study we can begin to achieve our desire to play the piano and create music.

#### P: Practice makes progress

#### L: Listening brings attention

### A: Attending brings pleasure and demonstrates how the music can be interpreted

### P: Participating brings a sense of accomplishment and gives us experience

### R: Reading brings information

### S: Study creates life-long channels of knowledge

### Parent’s Job:

### Help your children stick to their practice plans

### Be firm and keep your expectations high while showing love and understanding.

### Instill a sense of worthiness in your child and a can-do attitude.

### Encourage your child.

### Reward your child when a milestone has been reached!

### Help your child stay organized and make sure he/she has all of his materials and music at lessons.