Allegretti Music Studios

Studio Location: 1124 Sundrop Place, Round Rock, Texas 78665

Email: keith@keithallegretti.com

Studio Guidelines

Parent & Siblings Attendance

My lessons have an open door policy. Parents are always welcome, though not required, to attend their child's lesson. Alternatively, there is a waiting area outside the studio door, complete with couches, complementary wifi, and a restroom.

Payment

Payment for the month's lessons are due on the 1st of that month. Payment requests are sent 7 days before the end of the each month, in the form an email invoice (from MyMusicStaff.com). Paypal, Venmo, Google Pay, or Apple Pay requests are also possible; other payment methods, such as check or cash, may be discussed.

Paying an invoice after it is due may result in an additional $10 late fee applied to the account. Non-receipt of payment in full means your scheduled lesson slot may be offered to another student without notice to you. I also reserve the right not to teach a student whose account is overdue.

Cancellations

An effective music education depends on regular weekly or biweekly meetings with your instructor. This builds confidence and skill through accountability. Therefore, my expectation is that you will show up for your scheduled time slot. Requests to cancel lessons must be made by the time invoices are sent out (seven days before the beginning of the month). If you miss this deadline, I will work with you to reschedule a missed lesson if possible; however, I cannot guarantee that you will receive a makeup lesson.

If I need to cancel a lesson, I will inform you at least a week in advance and schedule a makeup or issue a credit.

Re-scheduling the lesson slot

If you find the weekly lesson time no longer works for you, we'll try find another one that does.

Termination

If you wish to stop lessons entirely, let me know in writing and you will not be billed further. You may choose to attend or forfeit the lessons you've already paid for.

Virtual Lessons and Mask Policy

We can discuss the possibility of virtual lessons for at-risk students. I do not require masks in lesson, but will wear one if a student or parent requests it. My mask policy is subject to change according to public health guidelines. Changes in my mask policy will be communicated in advance. At this time, I do not offer virtual lessons except in cases where it is a necessity.

Tuition

The monthly tuition for four 30-minute weekly piano lessons is $160 (45 minutes=$240, 60 minutes=$320). Tuition is prorated for months that include fewer or more than four lessons due to holidays, irregularities in the calendar, or a bi-weekly schedule.

In addition to tuition costs, students or parents are responsible for covering the cost of lesson books.

Online Lesson Management Tool (MyMusicStaff)

I use a service called MyMusicStaff.com to organize my studio. When you sign up, I send you an email containing a login and temporary password to access your account. You should bookmark the login website, which can also be accessed from www.keithallegretti.com/studio.html. This site comes with the following services:

- Account, billing, payment history
- Monthly schedule
- Text/email reminders
- Lesson notes from me

Practicing

My philosophy on practicing has two components: efficiency and proper pacing. To develop the first part (efficiency), students are encouraged to think about *what* they do when they practice, not just *how much* they practice. In lessons, I will give suggestions such as rhythmic practice, metronome work, chunking, slow practice, and other methods to learn and digest music more effectively.

To help develop proper pacing, I ask that students to practice most days of the week (taking 1-2 days off each week for a break). To illustrate this point, imagine practicing two hours the night before your lesson, versus 20 minutes each day for six days. While the amount of time spent practicing is equal in both cases, retention is much better in the latter case. For children who are beginners, a regimen of 20 minutes a day, 5 days a week is required. For advanced students and adults, I work on an individual basis to tailor a well-paced practice schedule to their individual needs.

Please do not hesitate to reach out to me at the contact email above with questions. I look forward to working with you!

I have read and understand the above studio policies.

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Name *Date*