



STUDIO POLICY

262-751-3495 | kinzazenabumaclin@gmail.com| www.kinzazenabu.com

**The following are the Studio Policies for the Piano Studio of Kinza Zenabu M.M.
Please sign the bottom of the Registration Form once this has been reviewed.**

Enrollment

The first interview/trial lesson is free of charge and will last 30 minutes. To enroll in lessons, students and/or parents must fill out, sign, and return the Registration Form prior to the start of the first lesson, indicating that these Studio Policies have been reviewed and the student/parent agrees to abide by these guidelines.

Attendance

Piano Lessons are given once a week at the same time each week. Please make sure your chosen lesson slot will work for the whole school year. Summer lesson schedules have the opportunity to change or stay the same.

Tuition

Lessons are billed in advance and monthly tuition is due by the first lesson of each month. The tuition rates for piano lessons are as follows:

| Lesson Length | Cost Per Lesson | Monthly Tuition |
|---------------|-----------------|-----------------|
| 30 minutes | \$35.00 | \$140.00 |
| 45 minutes | \$50.00 | \$200.00 |
| 60 minutes | \$65.00 | \$260.00 |

All lessons are billed through My Music Staff. Upon registration, all parents will receive login information to pay. If you wish to pay another way (check, Venmo, Zelle, or PayPal), please notify me ahead of time so arrangements can be made.



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Tuition Cont.

Late payments made seven days or later from the due date will be assessed a \$10 late fee per student per week. A \$30 service charge is applied for checks returned for insufficient funds. Tuition is subject to a rate increase at the beginning of each school year.

Materials and Music

Parents are responsible for purchasing the required lesson books and other materials. Music can also be purchased at Sound Conservatory. Please make sure your child has an 88-key keyboard with weighted keys before starting lessons. The purchase of an acoustic piano may be needed as the student advances.

Kinza Zenabu Studio uses the practice app Practice Space to keep track of students' practices, enter assignments, and send videos, audio, and other resources to students. Upon registration, you will be emailed a username and password to log in and get started. This is your student's digital practice notebook. I encourage all students to use this regularly. If a student chooses not to use Practice Space, I may ask them to provide a notebook.

Practicing

All students are encouraged to practice daily. The amount of practice time varies based on age and will be discussed with the instructor. Practice times can range from 10 minutes to an hour per day, depending on the student's advancement.

COVID-19 Disclaimer

Masks are not required but can be worn at each student's comfort level. Please communicate if you would feel more comfortable with me wearing a mask. Pianos will be disinfected in between lessons. Other COVID policies will be based on Sound Conservatory policies and state mandates.



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Cancellation/Refund Policy

- 1.. If a student is absent, students can send me videos of their progress via the PracticeSpace app. I then will provide notes on what to work on and can also provide videos or audio for additional help. If your child does not use the PracticeSpace App, parents can send me videos via email or from their phones.
- 2.No-shows or failure to notify me within 24 hours is considered a forfeited lesson. Considerations will be given to unforeseen circumstances (accidents, sudden sickness, deaths, inclement weather).
- 3.If a student consistently does not show up for lessons, very little to no progress will be made. At that time, we will have to discuss the continuation of lessons.
- 4.If you know of dates ahead of time when you/your child cannot make a lesson, please notify me so we can find a time for a makeup lesson.
- 5.There are NO refunds on unused or canceled lessons.
- 6.Should you decide to stop taking lessons altogether, a month's notice is requested.
- 7.If a student wants to take a break from lessons, their lesson time slot is not guaranteed upon their return. If a student wants to keep their lesson time slot, half of the month's tuition is due for each month the student is gone.
- 8.Make-up lessons will be done at my discretion.

Registration and Attendance

Students who register for lessons will be secured a weekly time slot at a time mutually agreed upon by students and their families and by the teacher. Regular and prompt attendance is required to make appropriate progress. Your lesson time is reserved exclusively for you each week. Due to a busy lesson schedule, I may not always be able to make up a missed lesson, although all attempts to accommodate students' needs will be made. All attempts will be made to make up lessons missed due to family emergencies or illness. Lessons missed due to teacher absence will be made up.

Please note that play dates, athletic activities, family outings or vacations, non-emergency doctor appointments, and any other planned activities are not considered family emergencies.

Inclement Weather

Please do not assume because school is canceled due to weather conditions that lessons are canceled. Because lessons are usually later in the day, there are many days when I still teach, even if the school was canceled. Please call to check the day of the lesson. If lessons do have to be canceled because of bad weather, I will try very hard to figure out a make-up schedule.



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Disclaimers

Kinza Zenabu Studios reserves the right to deny personal checks in the case that two consecutive checks have been returned due to insufficient funds.

Kinza Zenabu Studios is not responsible for any bodily injuries at the studio or for any personal belongings that are left at the studio.

Security cameras are in the studio space for student and teacher safety. Parents are able to view what is happening in the lesson via a TV monitor in the waiting room.

Media

Kinza Zenabu Studios may use photographs, videos, and/or audio of students during lessons, recitals, or other events for archival purposes and promotional use that may be displayed on the website.

FMTA and QCMTA

Ms. Kinza Maclin is a member of both the Federation of Music Teachers Association and also the local Quad City Music Teacher Association. These organizations allow Ms. Kinza to put students in non-competitive festivals and competitions. These are not mandatory but highly encouraged for students at a certain playing level to participate. Ms. Kinza will pick the appropriate repertoire for such events and make sure a student is adequately prepared. These events may have an entrance fee which will be added to the tuition for the month the event is taking place.



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Kinza Zenabu Studio Policy & Registration Form

I have read and understand the above policies for Kinza Zenabu Studio. Signing below shows that I understand and have read the above policies.

Parent Signature_____ Date_____

Student Signature_____ Date_____

Teacher Signature_____ Date_____

Parent Contact Information

Name:

Phone:

Email:

Preferred method of contact (circle one): text or email

Emergency Contact

Name:

Phone:

Student Birthday:

Student's Favorite Color:

Student's Favorite Candy/Treat: