



# Studio Information & Policies

## General Information

**Curriculums:** We teach four piano curriculums: [Faber's Piano Adventures](#), [Alfred's Piano Library](#), [Wunder Keys](#) and [Piano Pronto](#). We know offering multiple curriculums is helpful because no two students learn the same way, yet they can usually fit into one of the curriculums we offer. We also create and use a lot of our own supplements to give students a well-rounded musical experience while learning piano as their main instrument. *We purchase books for your students and add them to your first month's invoice. Book pricing usually ranges from \$7-10 and last for 1-2 school semesters. We require all students to use a Lesson Book and Theory Book, and we suggest a Technique and few Supplement Books at each level for your student's library. Your student will also have various opportunities to pick popular songs to learn and keep.*

**Age Limit:** MBE Studios teaches ages 4-99; we would probably let you in even if you're 106. We start teaching 4-year-olds, but those lessons are mainly learning about rhythms, developing an ear, and just having a lot of fun while learning music. We believe students really grasp and understand piano lessons when they're 6 or 7 years old, but they can get a "jump start" by beginning as early as 4 or 5. We want to make sure students get a well-rounded experience when it comes to reading music and using their ears, and we find ways to balance both skills.

**Location:** We are mostly a traveling studio and go to students' homes. There are many benefits for both the teacher and the student. It is definitely easier for families to have a teacher come to the home instead of lugging everyone in the car and driving across town to take a 30-minute piano class. It is beneficial for the teacher to be in the home because it lets the student feel comfortable being at home and lets the teacher connect with the family. It also allows teachers to help set a good routine for when the student sits down at their own piano. We also offer lessons in our "studio," which is located at 8038 Saint Annes Court and has a petting zoo of guinea pigs for the whole family to enjoy.

**Practice Policy:** Practice is everyone's favorite "P" word! Practicing the piano is the only way to get better at the instrument. It is important that practicing becomes part of your student's weekly routine. We use practice incentives (ie - guinea pig visits and prizes) to encourage students to practice, but it also falls on the parents/guardians to create time in their schedule to do so during the week. 10 minutes a day can go a long way in helping your student become a better piano

player. If lack of practice becomes an issue between the student-teacher relationship, then MBE Studios will assess the situation and may find it best to discontinue lessons. Please see our “Discontinuation of Lessons” section of this policy for more information. Parent involvement is highly encouraged for our students. It’s a great way for them to show you their skills and teach you what they are learning!

## Schedule

**School Calendar:** This schedule runs from September-June of each year. MBE Studios bases our schedule off the Fairfax County School Calendar. We follow the same closings as Fairfax County Public Schools. Lessons usually begin for the school year the second week of school; we like to give our families a chance to settle into their new school schedule before adding piano lessons to their weekly routine. The recital date marks the end of regularly scheduled lessons and the summer season picks up the last week of June. Lessons after the Spring Recital will be worked out between the teacher and family. We understand those last few weeks of school are packed with end of the year activities and we don’t want to burden families. See below for highlighted dates during the school year.

Some teachers or families may want to schedule make-up lessons or offer lessons during some of the dates listed below. That is something that can be worked out personally between the teacher and the family, and both parties have to be in agreement.

### *2018-2019 Dates of Importance*

August 26	School Begins
September 2	No Lessons - Labor Day
October 14	No Lessons – Columbus Day
November 4, 5	No Lessons - Student Holidays
November 27-29	No Lessons - Happy Thanksgiving!
<b>December 8</b>	<b>Holiday Concert at Paul Springs (TBD)</b>
December 23-January 3	No Lessons - Winter Break
January 6	Lessons Resume
January 20	No Lessons - MLK Jr’s Birthday
January 27, 28	No Lessons - Student Holiday
February 17	No Lessons - Presidents’ Day
March 3	No Lessons - Student Holiday
April 6-10	No Lessons - Spring Break
April 13	No Lessons – Student Holiday
<b>May 17</b>	<b>Recital (date to be confirmed in Spring 2020)</b>
May 25	No Lessons – Memorial Day
June 12	Last Day of School

**Inclement Weather Policy:** We follow Fairfax County Public Schools for weather related closings. If the county has closed after school activities, then there are no lessons. Teachers will usually touch base with families once closings are announced and confirm cancellations. These cancellations are not usually made up, but it can be worked out on a teacher to family basis.

**Sick Cancellations:** We understand illness is a stressful part of everyone's lives. If a student becomes sick and cannot do a lesson, we would like an update as soon as possible. If your student has a prolonged sickness and cannot go to school for a few days, then let us know at least 24 hours in advance. If your student just threw up on your shoes at the bus stop after school, let us know as soon as you can. A general rule of thumb for sickness is to give us at least 2 hours in advance so we can plan accordingly. 24 hours is ideal, but we also understand emergencies happen. If a teacher is suddenly ill, they will let you know by 8am the day of your lesson if it's a week day, or the night before if it is a weekend lesson.

**Sick Policy:** We have a strict illness policy. If the student is running a fever or has missed school, lessons will be rescheduled when the student is well. This keeps our teachers well and other students safe. We cannot risk passing an illness along to the other students we visit after your home. Our teachers abide by the same policy; they will not come to your home if they are running a fever or showing other signs of illness.

**Cancellations:** If a student is planning on missing a scheduled lesson, then the teacher must be notified at least 1-2 lessons in advance. Please see our "Make-Up Lessons" section for information on rescheduling lessons. We understand schedules get busy and things slip the mind. The first missed lesson without 1 weeks' notice will not be on your monthly invoice. Any more missed lessons without proper notice and you will be charged for the lesson.

**Make-Up Lessons:** Since we do not run on a prepaid system, we don't stress make-up lessons. If a lesson is missed, then we try to offer make-up lessons. Our teachers have a tight schedule of students, so make-ups are sometimes not possible. This is something that will be worked out between the teacher and student when make-ups arrive.

**Trial Lesson:** We offer a FREE trial lesson for each new student. There are two conditions to this special: 1. If you decide after the first lesson you do not wish to take lessons from MBE Studios, then you will not be charged for your trial. 2. If you decide to join our studio after your trial lesson, then your free trial will only be deducted from your invoice if you complete at least a full month (4 weeks) of lessons. That means, if you take two-three lessons from us, then you will be billed for each lesson and there is no free trial special.

## Payment

We base our payment system off monthly invoices after the lessons have been taken. You will receive an emailed invoice the last week of each month for that month. Payment is due by the

15th of the following month. For example, September's lessons will be on September's Invoice and will be sent in an email the last week of September; payment will be due by October 15th.

We accept online payment online via PayPal, Venmo and Zelle; but also take cash or check. If payment is late, there will be a reminder email sent on the 16th of the month. If no payment is made or discussion is had by the 25th of the month, then lessons will be terminated immediately. We do not charge late fees.

## Discontinuation of Lessons

We understand that sometimes this happens. If the student has to discontinue lessons during the school year, we require 2 weeks' notice. If the student wishes to discontinue after the Spring Recital and not continue in the fall, then a conversation needs to happen between the student/parent and teacher once that decision is made.

MBE Studios believes that all students should have a chance to take private music lessons and learn music. We rarely decide to discontinue lessons with students, but the decision may arise if there are issues such as, but not limited to: multiple late payments, chronic lack of practice, if a teacher feels unsafe in a students' home, or two consecutive missed lessons without reason. No student will be dropped from our roster without a conversation with the student/family and a notice will be given to the student/family after the conversation.

## Final Notes

We thank you for your interest in taking music lessons! We are excited to partner with your family on this music journey. If you have any questions, please feel free to email Erin Elliott at [erin@mbestudios.com](mailto:erin@mbestudios.com). Let's play some music!

## Important Links

MBE Studios Website – [mbestudios.com](http://mbestudios.com)  
MBE Studios Facebook – [www.facebook.com/mbestudios](http://www.facebook.com/mbestudios)  
MBE Studios Instagram - [@mbe\\_studios](https://www.instagram.com/mbe_studios)  
Faber Piano Adventures – [pianoadventures.com](http://pianoadventures.com)  
Alfred's Piano Library – [www.alfred.com/piano](http://www.alfred.com/piano)  
Wunder Keys – [www.wunderkeys.com](http://www.wunderkeys.com)  
Piano Pronto – [pianopronto.com](http://pianopronto.com)