

Clavier-Werke Music Program

Private Lessons:

The foundation of our program is the weekly or bi-weekly private lesson. Lesson length starts at as little as 30 minutes per week and goes up to 60 minutes twice per week.



Theory Lab:

Highly recommended

This weekly class is strongly recommended for all students who are taking only a thirty minute private lesson except preschoolers, kindergartners, and adults. Lab activities will include theory, ear training, rhythm exercises, composition and/or music history. There will be a teacher supervising during this time to be sure the student is accomplishing the assignments. Theory Lab times will be assigned before or after the private lesson time.



Theory / Musicianship Week:

Required

Occurring in January, this is a week set aside to test students for their appropriate theory and musicianship levels. The testing helps evaluate theory progress and observe musicianship skills in scales, chords and sightreading so we can be sure each student is advancing. These activities take the place of the regular private lessons and Lab for the week. All students are expected to attend and participate except preschool, kindergarten and some beginning students. Tuition is the same for the month; you are charged only the private lesson fee for the week.



Recitals:

Optional

There are at least two recitals given during the year occurring in the late fall and at the end of the school year. Recitals are usually on Saturday and/ or Sunday afternoon and students are expected to wear appropriate recital attire. The Master Classes help to prepare all students for these performances. There is a small fee.



Recital Masterclasses:

Required

There are two Master Class weeks for the year; each one is held two to three weeks before the recitals. These classes are designed to give our students the opportunity to perform for an audience of peers and teachers in preparation for upcoming recitals. Students learn proper recital etiquette and how to listen, evaluate and discuss elements of each performance in a positive way. This class takes the place of the regular private lessons and Lab for the week. All students are expected to attend and participate except preschool, kindergarten and some beginning students. Tuition is the same for the month; you are charged only the private lesson fee for the week.



Clavier-Werke Festivals:

Optional

A Saturday and/or Sunday event at Clavier-Werke in which students perform for a judge. Each student will receive an evaluation and rating. Additional fees apply.



Clavier-Werke School of Music

Statement of Policies



Please keep this statement for your records

Materials

A nonrefundable Registration / Materials fee will be charged annually. The fee will pay for all registration fees, music and supplies needed for the entire year and is due upon enrollment. In addition, students taking the Lab will pay a \$25⁰⁰ Lab Materials fee annually which is due with the first tuition payment.

Payment

Your monthly tuition is based on 40 weeks of lessons and the lesson length you have chosen. Payment is due in advance and may be made monthly. You will receive a newsletter and tuition statement with each billing cycle. We accept cash and check payments only. Checks are payable to Clavier-Werke, 1000 Westbank Drive, Suite 6a in West Lake Hills, Texas, 78746. **A late fee of \$25.00 will be applied to overdue accounts.**

Attendance

Regular attendance at lessons is necessary and expected. Group lessons cannot be made up. Private lessons **missed because of illness** will be made up at the teacher's convenience. Please be courteous enough to give us 24 hours notice if possible if your child is sick. If you have a conflict due to an academic school activity, we will assist you in rearranging your lesson time if you give us 7 days notice. It is the family/student's responsibility to contact the teacher to arrange a make up lesson. Make up lessons must be scheduled and completed within sixty days of the missed lesson. If you have a make up lesson scheduled and you fail to attend, your make up lesson is forfeited. If the teacher misses the lesson, a makeup lesson will be offered to you as soon as possible and within the semester in which it was missed, Fall, Spring, or Summer.

Calendar

No lessons will be scheduled during Thanksgiving, Christmas, Spring Break, Easter Sunday or Memorial Day. A complete calendar for the year will be provided with tentative dates listed for Master Classes and recitals.

Summer Study

We believe we will be more successful in providing quality music education by requiring participation in our summer program. It is important that your child continue the forward momentum we have created through the year. You may choose from the following:

Eight private lessons or the equivalent.

Six private lessons or the equivalent.

Four private lessons and one workshop.

Workshops will be offered throughout the entire summer. A complete schedule of workshops will be provided for you by April. **If you decide to opt out of summer lessons you must give a 30 day notice by May 1st and you will forfeit your spot in your teacher's schedule.** Tuition for Summer Studies will be assessed in June and July. **Please note that Preschoolers and ingoing Kindergartners are only required to take a minimum of four private lessons.**

Parent-Teacher Communication

Please let us know immediately of any problems you are experiencing. Our goal is to create accomplished, confident musicians. We encourage open and direct communication with your teacher and suggest the most efficient way to do this is by email. A list of phone numbers and email addresses is provided in every monthly newsletter and on assignment sheets. If you wish to speak to your teacher by phone, please call the office between the hours of 10am and 6pm Monday through Friday and leave a message requesting a call back. Your teacher will make every effort to return your call within 24 hours. If you have questions or concerns regarding studio policies or basic teaching philosophies, please call the Director, Susan Allen, immediately. We feel we can better serve you if we know your concerns.

Termination of Lessons and Change of Lesson Plan

Students are expected to continue lessons for the full 2011-2012 contract: from August 21st until the summer requirement is fulfilled. If a student would like to reduce their lesson length you must give two weeks notice. If a student would like to drop the Theory Lab you must wait until after Test Week. If you wish to break your contract and discontinue lessons with Clavier-Werke prior to completing the year, a 30 day notice is required. Please notify the school in writing. The teacher, parent, and student should then make every effort to create a positive and respectful ending to the music experience. Full payment for the final 30 days is required. The students are expected to attend the lessons during that period.