

# Hatfield Music Lessons at CCS

## Studio Policy (Updated January 2026)

Thank you for trusting Hatfield Music, formerly Keys of Praise, with your music education! I am so happy that you want to learn and grow and become a better musician! Below are a few policies that have been implemented to help the studio run smoothly. Please feel free to reach out to me with any questions or concerns! I look forward to helping you learn how to make beautiful music! Mrs. Rhonda Rice Hatfield, Owner

**Payments:** The Spring session will consist of **12 twenty-five minute lessons** and **Spring Recital**. The session runs from the **week of February 2nd** with the Spring Recital scheduled for **May 30th at Hatfield Music, 1200 W Thomas St**. The cost of the Spring semester is **\$400** or 4 payments of \$100 which includes recital and registration fees (\$75). **A discount of \$25 will be given if tuition is paid in full by February 6th.**

Monthly tuition invoices are sent out on the 20th of the month prior to the due date. Payments are due by the 1<sup>st</sup> of the following month (for example, January invoices are automatically sent around December 20th and are due by January 1st). If payment is not received by the 10th of the month, a \$15 late fee will be incurred, and lessons will be suspended until tuition is paid. If lessons are suspended due to non-payment, you will be charged for suspended/forfeited lessons. If tuition is late 3 or more times, Autopay will be required or lessons will be permanently canceled. Please feel free to reach out to me if you are having financial difficulties or need to make payment arrangements. Payments accepted are online payments (Paypal/Venmo/CashApp or cash). Online Payments are processed through Paypal or Stripe (direct click from emailed invoice) OR Venmo: @rkhatfield7. There is an automatic 5% processing fee for Paypal/Stripe payments.

**Notice of Cancellation:** As a general rule, we does not give refunds. When you sign up for lessons, you are making a semester commitment. If you need to cancel lessons before the end of the semester, please contact Mrs. Rhonda directly to discuss your options. In the case of expulsion from the school, the student forfeits the remainder of their lessons.

**MyMusicStaff Portal:** All invoicing, payments and scheduling is done through MyMusicStaff. If you need to cancel or reschedule a lesson, schedule a makeup or sign up for the new semester, it can all be done through the portal. You can also login and see/pay your tuition and recital fee invoices.

**Attendance/Makeup Policy:** Please give your teacher 24 hours notice if you are going to miss your lesson. If the student has an excused absence, every effort will be made to make up the missed lesson. Each student has a reserved lesson time and is responsible for that time. If the student is tardy, the lesson will not be extended. Makeups will be offered at the teacher's discretion, in the form of an online lesson, group lesson or masterclass. Missed lessons must be made up before the end of the semester. After this time period, any remaining make-ups will be forfeited. If the student misses a lesson due to detention or suspension, that lesson will be forfeited. In the case of a teacher cancellation, all attempts at a makeup or substitute teacher will be made. If school is out, we will not have lessons.

**Practice:** All instrumental students must have an instrument on which to practice regularly. This is crucial to the student's success in piano lessons. For beginner piano students, a 61-key weighted or semi-weighted keyboard is acceptable. For intermediate to advanced students, a fully-weighted 88 key keyboard with a pedal attachment (or an acoustic piano) is required. Students need a daily, non-interrupted time to practice. We have motivational, practice challenges throughout the year. Your student's goal should be to practice at least 30 minutes per day, at least 5 days per week.

**Curriculum Fees/Recital Fees:** Typically, your teacher will send you a link to purchase your own curriculum. If we provide the curriculum, I will bill the cost of that curriculum immediately. Please pay for books by the next lesson date. In some cases, I will bill your curriculum to your next tuition invoice. You are always welcome to purchase your own curriculum. I do have an extensive library and sometimes have the books we need in stock. I do not upcharge for curriculum.

**Parental Involvement:** Parental support is crucial to the success of each student. The MyMusicStaff portal is our means of weekly communication about expectations, assignments, scheduling reminders, studio news and student progress. You will receive a login and password for this portal. It can also be reached from our website, [www.hatfieldmusic.org](http://www.hatfieldmusic.org).

## **Semester Calendar - Spring 2026**

### **FEBRUARY**

February 16-20 - Mid Winter Break - No Lessons

February 24-27 - Junior Beta Convention - No Lessons for Mrs. Rhonda's students only

### **MARCH**

March 13 - Half Day - No Afternoon Lessons

March 27 - Half Day/Art Gala - No Afternoon Lessons

### **APRIL**

April 1 - Picture Day - No Lessons

April 2 - Half Day/Easter Parades - No Lessons

April 3 - 10 - Easter Break - No Lessons

### **MAY**

May 4-7 - IOWA Testing - No Lessons for 3rd-8th Grades

May 11 - Lessons as available/needed (there are class parties & field trips on these days)

May 18-22 - Awards Days

May 26-28 - Makeup Lessons as needed at Hatfield Music, 1200 W Thomas Street

May 29 - Recital Rehearsals at Hatfield Music, 1200 W Thomas Street

May 30 - Recitals at Hatfield Music, 1200 W Thomas Street, Times TBD