

# Keys of Praise Academy of Music

## Studio Policies (Updated Spring 2025)

Thank you for joining the Keys of Praise family! 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! Mrs. Rhonda Rice Hatfield

**Attendance/Makeup Policy:** Please give your teacher 24 hours notice if you are going to miss your lesson. If less than 24 hours notice is given, the lesson will be forfeited unless it is an excused absence/emergency situation. Each student has a reserved lesson time and is responsible for that time, this includes school lessons and online lessons. If the student misses their scheduled lesson due to detention, suspension, expulsion or any other behavior issue, the lesson is forfeited. If the student is tardy to the lesson, 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. 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.

**Payments:** The Spring session will consist of **12 twenty-five minute lessons** and an end of the semester recital. The session runs from the **week of January 6th** with the end of semester recital tentatively scheduled for **May 17th**. The cost of the Fall semester is **\$400** or 5 payments of \$80 which includes recital and registration fees. **A discount of \$25 will be given if tuition is paid in full by January 10th.**

**Cancellation Policy:** When signing up for music lessons, you are committing to the full semester. **As a general rule, there are no refunds.**

**My Music Staff:** Keys of Praise will continue to use My Music Staff (MMS) to keep track of billing, scheduling, online resources and lesson notes. Parents will receive a portal invitation. The portal login can always be located on the Keys of Praise website, [www.keysofpraise.com/parent%2Fstudent-portal](http://www.keysofpraise.com/parent%2Fstudent-portal). It also has a practice tracker as well as the ability to set up autopay.

**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. 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 the curriculum.

**Spring Recital Fees** are now included in the semester tuition. This fee includes the rental of the venue, piano rental, cleaning fee, awards, programs, etc. Recital fees are non-refundable even if the student chooses not to participate.

**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 instrumental students, please reach out to your teacher for beginner instrument recommendations. 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.

**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.keysofpraise.com](http://www.keysofpraise.com).

# **School Calendar**

## **January**

1/7 - Back to School/Star Testing Week

1/13 - Lessons begin

1/20 - Martin Luther King, Jr. Day - No School/No Lessons

## **February**

2/17 - Professional Development Day - No School/No Lessons

## **March**

3/3-3/7 - Mid-Winter Break - No School/No Lessons

3/17 - Professional Development Day - No School/No Lessons

## **April**

4/16 - Tentative Choir Day - No Lessons

4/18 - 4/25 - Easter Break - No School/No Lessons

## **May**

5/5 - 5/9 - IOWA Testing - No Lessons for 3rd-7th Graders

5/12-5/23 - Makeup Weeks

5/24 - Tentative Keys of Praise/CCS Recitals