

Keys of Praise Academy of Music

Studio Policies (Updated Fall 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

Owner/Teacher

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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 is tardy to the lesson, the lesson will not be extended. **Three absences/cancellations are built into the semester schedule. This means the student/teacher can cancel (with notice) 3 times before a makeup lesson is needed.** After three missed lessons, makeups will be offered at the teacher's discretion, in the form of an online lesson, video 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 a makeup or substitute is not possible, a video lesson will be sent via the portal. We will follow the Tangipahoa/St. Tammany Parish School Calendars. If school is out, generally, we will not have lessons. **Please see the attached calendar.**

Payments: Payments are due by the 1st of the month. A \$20 late fee will be applied after the 5th of the month. You may pay tuition and set up autopay via the parent/student portal.

Lesson Packages:

***Loranger Location:** The Fall session will consist of **16 thirty minute lessons** and an end of the semester outreach. The session runs from the **week of August 11th** with the end of semester outreach tentatively scheduled for **December 20th**. The cost of the Fall semester is **\$500** or 5 payments of \$100 which includes registration fees. **A discount of \$25 will be given if tuition is paid in full by August 5th.**

***Courtney Christian School Location:** The Fall session will consist of **12 twenty-five minute lessons** and an end of the semester outreach. The session runs from the **week of August 25th** with the end of semester outreach tentatively scheduled for **December 20th**. The cost of the Fall semester is **\$400** or 4 payments of \$100 which includes registration fees. **A discount of \$25 will be given if tuition is paid in full by August 5th.**

***Hammond Location: COMING SOON!**

Three absences/cancellations are built into the semester schedule. This means the student/teacher can cancel (with notice) 3 times before a makeup lesson is needed.

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Late Payments: Payments are due on the 1st of every month **regardless of the number of lessons** in that month. A \$20 late fee will be assessed to unpaid balances on the 6th of the month and lessons will be suspended until payment is received. Lessons will be forfeited until the account is paid in full. If payment is late twice within a semester, auto pay will be required or the student will be dismissed from the studio.

30 Day Notice of Cancellation: If a student must discontinue lessons, a written, 30-day notice is required (preferably via email). Payment is due during this 30-day period whether lessons are taken or not. Because you are paying for a slot of time with a teacher, if you cancel without proper notice, it leaves an open spot that cannot be filled. In most cases, I need at least a 30 day window to fill your lesson spot. **As a general rule, I do not give refunds.**

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 the curriculum.

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.

Semester Calendar - Fall 2025

AUGUST

11th - Fall Semester - Loranger lessons begin

25th - Fall Semester - CCS lessons begin

SEPTEMBER

1st - Labor Day - No School/No Lessons

***Hammond Location: Tentative Opening**

OCTOBER

6th - CCS Professional Development Day - No School/No lessons

NOVEMBER

24th-28th - Thanksgiving Break - NO LESSONS

DECEMBER

1st - Spring Registration Begins

9th - 19th - Makeups Only

20th - Tentative Christmas Outreach