



Baby Grand Music Instruction, LLC ♦ 1607 Jubilee Trl. ♦ Kernersville, NC 27284  
336-259-5162 ♦ Babygrandmusic.us

**BABY GRAND MUSIC INSTRUCTION, LLC (BGMI)**  
**ACCOUNT AND STUDIO POLICIES**  
*~PRIVATE STUDIO LESSONS~*  
*~GROUP PIANO LESSONS~*

**Schedule and Class Exceptions**

- Private lessons will be held on a weekly basis on a given day and time unless otherwise noted.
- **\*\*\*IMPORTANT\*\*\*** There is **no credit for classes missed due to absences. If a lesson is missed due to the fault of the student, make-up lessons for private students will only be given at the discretion of the instructor and the instructor is not required to offer a make-up lesson.** Our schedule is very tight and often we do not have the availability to offer make-ups. The time you have been given is the time you have paid for. We cannot guarantee any other availability. Also, credit will not be given for classes missed due to school closings, inclement weather or unforeseen circumstances unless approved by Meleah Farlow, however, if the teacher at BGMI, is responsible for the missed lesson, the lesson will be rescheduled at a time that is convenient for both the instructor and student or school or a credit will be given to the account.
- There will be no lessons held during the weeks of Spring Break (1 lesson), Thanksgiving (1 lesson), and Christmas (2-3 lessons depending on how the calendar falls). Students' schedules will be updated on the Google Calendar, and you will receive an email regarding their day and time plus any changes to any lessons. We highly encourage you to download the Google Calendar App to take note of this calendar for important dates and possible changes in the regular schedule.
- Please do not send your child to lessons if they are feeling sick or showing symptoms of any sickness. We understand that this may feel like a loss of money, but it is best to avoid spreading illnesses to teachers or other students.

**Payments, Fees and Additional Costs**

- On the 15th of the month, an invoice will be sent to you via email for the upcoming month's tuition. This payment will be due on the 1st day of the upcoming month. (Example – On January 15th, February's invoice will be emailed or mailed to you and payment will be due no later than February 1st.) If your email address is not available or you would prefer to have your statement mailed to your home address, an invoice will be mailed to you upon request.
- Payment is \$30 per private lesson / \$22 per group class. All lessons will be calculated on a school-year basis and divided into equal monthly payments. Summer lessons will be billed on May 15 at a rate of \$30/lesson. Any summer lessons scheduled after May 15, will be invoiced individually.
- Preferable payment is through Automatic Debit. This option is available through the QuickBooks invoice that you will receive, or you may fill out the form that is available on our secure site – babygrandmusic.us.  
 Other options include:
  - Pay Online from the invoice you receive via email,
  - Call (336) 259-5162 and make a payment over the phone.
  - Mail your payment to: Baby Grand Music Instruction, 1607 Jubilee Trail, Kernersville, NC 27284
  - If no payment is received within 60 days, lessons will be discontinued, and your account will be charged a \$25 service fee and sent to an outside collection agency.

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## Materials

- **There will be a yearly materials and performance fee of \$90 which will be invoiced individually in July or upon enrollment.** This fee includes hardcopy books, recital fees, printed materials (sheet music, copies, digital copies, etc.), updated bags or binders when needed, subscription for apps used during lessons and other materials. This fee must be paid before the first lesson.
- Your child will need a form of instrument (keyboard, piano, ukulele, guitar, drum pad, etc.) to practice. For piano lessons, a full-size acoustic or digital piano is preferred. If that is unavailable to the student, smaller keyboards may be purchased online or at a retail store. BGMI recommends checking online for pianos or keyboards that may be bought second-hand. If you must go this route, BGMI suggests a keyboard with at least 61 full-size, touch-sensitive, (or better yet, hammer-action) keys. Other instruments such as violins, guitars, cellos, etc. may be rented or purchased at your local music store. We do not recommend using a toy guitar for guitar lessons. Electric guitars will also need an amplifier.
- Your child will receive a three-ring binder and a bag, included in your materials fee. Please make sure these are brought to each lesson. (Returning students, please bring your binder from previous lessons with all information still intact.
- **Practice Space App** – Practice Space is a practice app that the BGMI Studio teachers use to give assignments, converse with students, share audio and video recordings of songs or lessons and so much more! It is a wonderful tool that can be lots of fun and can increase your practice productivity if used consistently and correctly. Best of all, it's already included in your Annual Fee, so it's at no additional cost to you! Without downloading and using this app, you may miss out on some vital information for your lessons!

## Practice Tips and Guidelines

- Practice is *essential* to learning the processes of playing any instrument, and the better prepared a student is for each lesson, the quicker he or she learns to play. Please follow the guidelines below for your child's age:
  - Under 6 - 1 to 2 times a week
  - 6 years old – 2 to 3 times a week
  - 6 – 8 years old – 3 to 4 times a week
  - 9 and older – 4 to 5 times a week
- Have your child practice each song assigned at least 3 times each. A song is considered successful when it can be played with few to no mistakes, with correct timing and shows musical expression.
- The amount of practice time will vary and should be expected to be between 10-30 minutes in length.
- Make sure all assignments are followed and homework is done. If written assignments are not done, we often spend playing time catching up on written materials. Do this at home to utilize both your and your teacher's time.
- Make sure all the correct materials and books are brought to each lesson.
- Regular attendance and punctuality for lessons are essential for the student's success.

## Studio Guidelines

- **Please do not arrive more than 5 minutes early for your lesson**, as it may be distracting to the student who is currently in a lesson. If you arrive too early, you may be asked to wait outside the teaching room.
- Parents are welcome to sit in on lessons, however, please take into consideration what your child is most comfortable with and what would be most beneficial to him or her. You are also welcome to wait in your car or come back and pick your child up after classes are over. Please do not bring siblings into the lesson, if possible. This often causes a distraction to the student.

### HPCA Studio Students:

- The HPCA Studios are located within the Gym/Refuge Building of High Point Christian Academy (Green Street Baptist Church) at 303 N. Rotary Drive in High Point, NC.
- If your child is taking lessons during recess, we will pick up TK-2nd grade students from their classrooms. 3rd -5th grade students will come from their class directly to their teacher. (A reminder to them on their lesson day may be a good idea).
- Be sure to ask your music teacher which room they will be teaching in. BGMI currently teaches in the Refuge (gym) and the Middle youth rooms in the Refuge.

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- If the front Refuge doors are locked and you are unable to get in, please knock on the outside Refuge door and someone should be able to let you in.

Wesleyan TK and K Piano Class Students:

- TK students - The teacher will pick up from their classroom at 1:20 and return to their TK classroom before school dismissal. K students - The teacher will pick up from their class before school dismissal (around 2:00). Students may be picked up from the Wesleyan chapel lobby area at 2:45.

Baby Grand Studio Students:

- The Baby Grand Studio is located at 1607 Jubilee Trail, Kernersville, NC 27284. This is in Meleah Farlow's home. Please enter through the front door and come straight up the stairs and to the studio in the front room at the top of the stairs. There is a waiting area outside of the room where parents may sit if desired. There is a bathroom at the top of the stairs that may be used, however, we ask that no other parts of the home be explored alone.
- The home studio is also a home to cats. Please be sure that the glass door closes fully when coming in and leaving so the cats do not get out. If you prefer to not be around the cats, you may request that they be put away during the lesson time.
- Parking - You may park in front of the house on the grass/street, in the driveway, or in the grass to the right of the driveway. The end of the road is a cul-de-sac if you'd like to follow it and turn around.

### **Withdrawal Notices**

- If you must withdraw your child from private lessons, a 14-day written notice is required. If notice is not given, BGMI, does reserve the right to charge the full 2 week's tuition.
- **A 14-day written notice is required to terminate the payment schedule.** Once the notice is given, the number of lessons given for the year to date will be calculated and charged appropriately. Then, either the final payment will be due, or a credit will be given depending on how much has already been paid and how much is charged for the given lessons.

### **Class/Lesson Waiver**

I understand that my child(ren) may be working with musical instruments, props (such as various rhythm instruments, drums, sticks, scarves, parachutes, streamers, etc), physical movement and dance, along with other music-related activities. The previously mentioned items may be associated with accidental trauma due to force, entanglement, falls, etc. Although these risks are extremely low in these circumstances, I do understand the nature of these activities and hereby assume any and all risks associated with these activities. My child has my permission to participate in BGMI classes and by signing below, I release any claims, damages and liabilities arising from or related to my child's participation in this program.

**Please sign below and return at your child's first lesson or email to [babygrand@babygrandmusic.us](mailto:babygrand@babygrandmusic.us)**

*I have read all 3 pages of the Baby Grand Music Instruction, LLC, Studio and Account Policies and agree with each of them. I also agree to commit myself and my child to Baby Grand Music Instruction, LLC music lessons to help my child have a successful experience and reach his or her potential.*

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Parent's Printed Name

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Parent's Signature

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Name of Student(s)

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Date

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