Creating Your Teaching Schedule and Student Contract Webinar Outline

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Creating Your Teaching Schedule

- Only schedule around one school's schedule
    - If more than one district is in your area, chose the largest district or the one most of your students go to
    - Call school district for school schedule
- Keep in mind that …
    - Try to have at least 2 lessons in the first month, the last month, and December
    - Start back in January as soon as school starts back
    - Don't start at the very beginning of the school year – give students a chance to figure out the schedule for their other activities so you won't have scheduling conflicts
    - Only take off teaching when school takes off (ie: one week at spring break, etc)
        - Don't break the rhythm of going to piano each week – more students tend to quit at times when there was school, but no piano
        - However, it is alright to let out before school ends in December and at the end of the school year
    - Monday students very often have to come to piano even when there is no school (for non-major holidays) – most school holidays are on Mondays
        - Keep all of your students on the same schedule
- Decide for how many months you are going to teach next school year (ie: Sept. through May = 9 months)
- Add one month… registration fee
- That is your total number of payments
- Multiply the number of payments by 3
- Add the number of FREE lessons you will be giving (optional)
- That is the number of lessons you will be teaching this year

9 months + 1 registration fee = 10 payments x 3 =
30 lessons + 2 FREE lessons = 32 total number of lessons



- Use school calendar to schedule the 32 lessons, then type up a teaching schedule for your students (see attached sample schedule)

Determining Price



- Check with other activities around your area to get an idea of how much people will pay for extra-curricular activities
- If you teach 30-minute private lessons, charge the same amount for 45-minute group piano
- How much do you want to earn per student per month?
- Make it a number that is divisible by 3
- Since we need a figure to work with, we'll use an example tuition price of $60/month (this figure is only used as an example – tuition prices vary greatly throughout the country and you should determine what tuition price will be fair market value in your area)
- If you are teaching 30 lessons per year, multiply your monthly fee by the total number of payments to determine the full year tuition

$60/month x 10 payments = $600/year

Ten Payment Option

- The full year tuition will be payable in **10 equal installments**
- First payment is a non-refundable registration fee that holds a place for the student in one of your classes
    - This fee is **not** refundable if the student decides not to take piano or does not like the class time you give them
    - This fee **is** refundable if you cannot find an appropriate class or class time based on the information they give you on their registration form
    - This is a "registration fee", not a "down-payment"… with a "down-payment" they will think they do not owe you for September tuition, or for May tuition.
- The other nine payments are due at the first of the month for nine months (September through May, for example)
    - Let students bring tuition to the first piano lesson of each month



Semester Payment Option

- Option to pay by the semester…
- if tuition is $600/year (as an example)

1) $60 non-refundable registration fee

Remaining $540 is paid two equal payments:

2) $270 due September 1st
3) $270 due January 1st

Free Lessons

- If you are going to give free lessons you can either…
    - add those to your schedule (ie: if you give 2 free lessons, have a teaching schedule of 32 lessons)
    - or include as part of your schedule (ie: if your teaching schedule is 30 lessons, state that the school year schedule is 28 lessons with 2 free lessons)

Pricing for Students That Start Late

- Figure out how many lessons the student has missed – say 6 missed lessons for example (using our fictitious rate of $60/mo that equals $20/lesson)
    - 6 lessons at $20 is $120; subtract that from the full amount of the course ($600 - $120 = $460). So, they will be taking 24 lessons for $460
    - You want them to pay $60/month usually
    - They still have to pay the $60 non-refundable down payment
    - That leaves $400 in tuition
    - So, for the last 6 months of the school year they will pay your usual fee of $60/mo (6 payments of $60 is $360)
    - That leaves $40 for their first month of piano



6 lessons x $20 each = $120 missed

$600 total course - $120 missed = $460 for 24 lessons

$460 for 24 lessons - $60 registration fee =
$400 tuition / $60 month = 6 months (December - May)
+ $40 pro-rated for November

- For students **starting in Jan** you will use the same formula
    - But, keep in mind that they should only receive 1 free lesson since they are only taking for 1 semester
    - So, when you are counting up how many Fall semester lessons they missed at $20 each, be sure to count 1 of those missed lessons as one of the free ones, otherwise you will be shorting yourself out of a $20 payment.



Registration Form and Policy

- State all of your rules in the contract
    - If you have a problem during the school year, add that to next year's contract to prevent that problem from ever happening again
- See attached sample Registration Form and Policy for details

Notes:

_____

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_____

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Sample 2010-2011 Class and Payment Schedule

30 Lesson Course plus 2 FREE lessons and 1 Recital for $XXX

****Cost of music is due in addition to the tuition.**

	Monday	Tuesday	Wednesday	$XX Non-Refundable Registration Fee (Payment #1)
September	13	14	15	$XX due (Payment #2) **
	20	21	22	
	27	28	29	
October	4	5	6	$XX due (Payment #3) **
	11	12	13	
	18	19	20	
	25	26	27	
November	1	2	3	$XX due (Payment #4) **
	8	9	10	
	15	16	17	
	N O P I A N O T H I S W E E K (November 22 -26)			
	29	30	Dec. 1	$XX due (Payment #5) **
December	6	7	8	
	13	14	15	
	N O P I A N O F O R 2 W E E K S (December 20 - 31)			
January	3	4	5	$XX due (Payment #6) **
	10	11	12	
	17	18	19	
	24	25	26	
	31	Feb. 1	2	$XX due (Payment #7) **
February	7	8	9	
	14	15	16	
	21	22	23	
	28	Mar. 1	2	$XX due (Payment #8) **
March	7	8	9	
	N O P I A N O T H I S W E E K (March 14 -18)			
	21	22	23	
	28	29	30	
April	4	5	6	$XX due (Payment #9) **
	11	12	13	
	18	19	20	
	25	26	27	
May	2	3	4	$XX due (Payment #10) **
	9	10	11	
	16	17	18	
				RECITAL DATE AND LOCATION TBD
Total Lessons	32	32	32	plus 1 recital Total Payments: 10

RETURN THIS COPY WITH YOUR TUITION

SAMPLE

2010 - 2011 Student Registration

Student's Name: _____ Age: _____ School/Grade: _____

Parent or Guardian: _____ ------ E-mail Address: _____

Mailing Address: _____ Evening Phone: _____

City: _____ , TX Zip: _____ Daytime Phone: _____

May I conduct our correspondence via e-mail? (circle one)

Yes, E-MAIL is fine No, please use PHONE / US MAIL

Choose your payment plan...

30 Lessons for $"Your Annual Tuition Fee Here" (plus 2 FREE lessons and 1 FREE recital)

☐ **Semester Payment Plan:**
$"Your Monthly Fee Here" Registration Fee due with registration form
plus 2 equal installments of $ "Your Semester Fee Here" each.
Due on September 1, 2010 and January 1, 2011.

☐ **Monthly Payment Plan of 10 EQUAL payments:**
$"Your Monthly Fee Here" Registration Fee due with registration form
plus 9 equal installments of $"Your Monthly Fee Here" each.
Due on the first of each month
Sept, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May.

Agree to Piano Bayou's Policy...

I agree to pay "Your Name" dba "Your Studio Name Here" the $"Your Annual Tuition Fee Here" tuition and any music charges according to the payment plan I have selected above for September, 2010 through May, 2011. I understand that I will owe a $10 late fee for a payment submitted after the 15th of the month. I have read the attached POLICY of "Your Studio Name Here" . I understand the policies, and I will abide by them. I also understand that if my child wants to quit piano lessons before the end of the course in May 2011, my child's lessons will not be officially terminated until I notify "Your Studio Name Here" in writing of our termination and I agree to pay "Your Studio Name Here" for tuition through the end of the month in which we notify of termination (even if my child has attended no lessons that month).

Signed: _____ Date: _____

List Any Scheduling Conflicts ...

Your class will meet on Monday Tuesday Wednesday or Thursday between 3:30 and 7:30.

Please give me as much information as you can about your schedule on these days. Are you not available on any of these days? When is the earliest you can arrive at "Your Studio Name Here" ? What scheduling conflicts do you have to work around? I will do what I can to work around your schedule, but I may not be able to accommodate tight schedules. I will schedule classes based on this information. Once classes are scheduled, I cannot reschedule.

_____

_____

A confirmation of your piano class day and time will be e-mailed/mailed to you.

Your Studio Name Mailing Address City, State Zip Code Your Phone Number Your E-mail Address

SAMPLE

POLICY

Please read the following POLICY. At the bottom of this policy is an AGREEMENT. A student will be registered only after the agreement is signed, dated, and returned with a REGISTRATION FEE payment.

TUITION

The total cost of the 30 lesson course is $"Your Annual Tuition Fee Here". The additional 2 lessons and the recital are FREE. Classes that begin later in the school year will be pro-rated.

REGISTRATION FEE

The required REGISTRATION FEE of $"Your Monthly Fee Here" is 1/10th the total cost of the course and is paid when registering. The registration fee holds a place for the student in one of my piano classes. Therefore, the registration fee is non-refundable except when no suitable class is available.

TUITION PAYMENT

The remainder of the $"Your Annual Tuition Fee Here" tuition may be paid in 9 equal payments – each installment due on the first of each month from September 1st through May 1st; or tuition may be paid in two equal installments – one due on Sept 1st the second due on January 1st. See REGISTRATION FORM for details.

LENGTH OF COURSE

The "Your Studio Name Here" school year course starts in September and is a 30 lesson course (plus 2 FREE lessons for a total of 32 lessons plus a recital). Piano classes generally follow the school calendar and end in May.

PIANO CLASS INFORMATION

Piano classes are small and are grouped according to age and ability. Each student has the use of an electronic piano during class. Piano classes are 45-minutes long and meet once a week. Piano classes prove that children enjoy learning in a fun, relaxed piano class atmosphere. Friendships develop, and the joy of sharing music is experienced. Students progress more rapidly in a stress-free piano class environment. **Parents are welcome to visit class at any time to check on their child.** However, parents who stay for the entire class disrupt the dynamic between the teacher and students. Therefore, parents are invited to wait outside.

SAFETY

Students are not allowed to be left unattended by a parent before or after class. Babysitting unattended children takes class time away from other students. Students and parents need to wait outside until it is time for class**. "Your Studio Name Here" is not responsible for children until they enter the studio at the appropriate class time.** "Your Studio Name Here" must be notified by the child's parent if a child will be going home with anyone other than a parent.

MUSIC

Students studying *EZ Keys* through *Level 9* of *The Mayron Cole Piano Method* are taught a stimulating, thorough, and graduated course written specifically for group piano classes. The book for each level consists of original music, recital solos, practice sheets, rhythm exercises, theory fun sheets, music history, and favorite classics. Students will use each music book for approximately one semester. The cost of each level's music book is approximately $28 and will be added to your bill when the music is issued. Bonus or seasonal music is also extra and will be added to your bill when issued.

FORGOTTEN MUSIC

The student must bring his/her music book to class each week. I do not have extra music to give a student who forgets to bring his/her music.

PRACTICING

All students are REQUIRED to play the week's music assignment at least TWICE A DAY until the next lesson. Practicing only takes a few minutes each day. The student's homework will be graded each week so the parent can track the student's progress. Parents must accept their responsibility in seeing to it that the student does the required practicing. Consistent lack of practicing is grounds for dismissal.

MISSED LESSONS

No tuition credits or make-up lessons are given. "Your Studio Name Here" is giving each student 2 FREE lessons, so the student may miss up to 2 classes without any cost to the parent. Therefore, please **do not send sick children to piano class.** Parents should come to "Your Studio Name Here" and pick-up the music assigned that day if a student must miss a class.

ATTITUDE OF THE STUDENT

I offer the BEST course in music education available in " Studio Location Name Here". Piano classes at "Your Studio Name Here" are fun as well as educational. I expect my students to have a positive attitude. Students with a negative attitude will be asked to leave.

LATE PAYMENT PENALTY

A $10 late payment penalty is added to any account that is due on the first of the month but not received by the tenth of the month. Failure to remit the late payment and the current tuition payment before the 30th of the month may necessitate dismissal of the student. If the student is dismissed due to lack of payment, the last payment and late fee are still due by the first of the next month.

TERMINATING

If the student decides to terminate piano lessons before the end of the course, the parent must notify "Your Studio Name Here" IN WRITING. "Your Studio Name Here" spends a great deal of time each week planning each class for each student, and will continue to plan for your student's participation until you notify that you have withdrawn in writing. The parent is obligated to pay the tuition through the end of the month in which "Your Studio Name Here" is notified in writing even if the student did not attend any classes that month. No longer attending piano class is not notification of termination.

AGREEMENT

The signature of the student's guardian on the attached registration form is an agreement to the terms and conditions of this policy.

Signed: sign and date your Policy before making copies of it
"Your Studio Name Here"

Date: _____