

Elizabeth A. Paine

Harp Teacher

Studio Policies and Agreement

I consider it an honor to be able to teach other people how to play the harp--the most beautiful instrument in the world. However, playing the harp and teaching harp lessons is also my means of making a living, so I do have to take it pretty seriously.

Please read the policies outlined below, and please ask if you have questions about anything.

Practice Time

Establishing and maintaining a regular practice schedule is very important, so please set a regular time each day for your practice time--before or after you do your homework, before or after dinner time, etc. Try to practice in a room where you can shut the door so you won't be distracted. Remind yourself that your practice time is just for practicing the harp, not for cell phones or TVs, etc. Let your practice time become a part of your regular daily routine.

Students ages 8 to 10 are asked to practice the harp for at least 30 minutes each day, dividing practice time equally between exercises and pieces they are working on. Whenever possible, a parent should sit in on practice time to help the younger student stay on task, remind them of things that were discussed during lessons, and supervise how practice time is spent.

Students ages 10 to 14 are asked to practice for at least 45 minutes per day, again dividing their time wisely among the assigned material.

Students ages 15 and older are expected to practice for at least one hour per day.

If a student is habitually unprepared for lessons, recitals, etc., and it is obvious that he/she is not practicing at all, the student may be dismissed from my studio at my discretion. I have had to do this only once in 20 years, but it does happen.

Lesson Time

Please remember that lesson time is for reviewing current exercises and pieces and for discussing new exercises, pieces, techniques, etc. *Lesson time is not practice time.* Students should come to each lesson on time with the required materials well organized and prepared. This is also the time to discuss any questions the student may have about the material and/or techniques being worked on. If you have not been practicing, I will be able to tell!

For students ages 10 and under, it is preferable to have one parent attend each lesson with the student, at least for the first few months, so the parent can be aware of what I am telling the child and can also share the responsibility for tuning and caring for the harp and for supervising practice time during the week.

Siblings and friends are not allowed to attend lessons. I do not have a waiting area of any kind, so it is best that they do not come with you.

If you prefer to just drop your student off for their lessons and pick them back up 50 minutes later, that is OK, too.

Please always be on time for lessons. I frequently have students scheduled back to back, so arriving on time and picking your student back up on time are very important. If you are going to be more than a few minutes late arriving for a lesson, please let me know. If I have another student scheduled after you, we will just have to make it a short lesson. Also, if you arrive early, please wait until your lesson time to come to the door so you don't interrupt an earlier lesson that might be going on.

What You Will Need

I ask that each student have a 1 to 2 inch 3-ring binder for handouts, etc. Please put a pencil bag in that binder stocked with regular pencils, red and blue erasable pencils (or erasable ink pens), a highlighter or two, some small sticky notes or flags, etc. You will need to have a good supply of filler paper in this binder also so you can take notes during lessons and write down your assignments for the week. This is also a good place to write down any questions you come across during their practice time to be addressed at the next lesson.

You will also need an electronic tuner with a clip-on pickup and a metronome. There are a couple of brands of tuners that have metronomes built in. I like the Korg CA30 tuner and the accompany clip-on pickup and a separate metronome, but the choice is yours. Good tuners and metronomes are available at just about any music store and at many places online. Be sure to get a "chromatic tuner" that will give you all the notes.

There will be one or two required method books that you will need to purchase for the second lesson, and other books and music will need to be purchased as we go along. Almost all of the materials that I use are available from Melody's Music here in Houston (www.folkharp.com) or from the Sylvia Woods Harp Center (www.harpcenter.com).

Please keep all of your lesson materials together and bring everything to each lesson.

Missed/Canceled Lessons

If you must miss a lesson for any reason, please let me know at least 24 hours in advance. If 24 hours' notice is not given, you will still owe me for the lesson. If at all possible, we can reschedule the lesson for another time during the same week, which is better than skipping a week entirely. If you are unable to schedule a makeup lesson that week, the fee for the missed lesson must still be paid. Also, if you miss a lesson and do not let me know that you will not be here, you will still owe me for that lesson.

If you know you are going to be out of town at a particular time or unable to attend a future lesson due to any other kind of conflict, please let me know about these as far in advance as possible, and we can move your lesson to another time.

If I have engagements come up that will interfere with lesson times, I will give you as much advance notice as possible and will always offer an alternate time for your lesson.

Payment for Lessons

Each 50-minute lesson is \$45.00. You may pay for each lesson individually *before* each lesson or at the beginning of each month (four or five lessons per month) by cash or Paypal (to email address cross_harps@yahoo.com).

Signature Page

It is sometimes necessary to change or add additional information to these studio policies. If I need to do that, I will explain the changes to you, and we will sign a new copy of this document at that time.

I, _____ (student or student's parent), have read and understand the studio policies stated above and will abide by them.

Signature of Student or Student's Parent

Printed Name of Student or Student's Parent

Date Signed

Elizabeth A. Paine, Harp Teacher