



# Luck Studios Music Studio Policy, 2022 - 2023

Samantha Luck, Music Instructor

12 Rosewood Lane, Newport News, VA 23602

(757) 817-6532 [luckstudios@cox.net](mailto:luckstudios@cox.net), [www.luckstudios.net](http://www.luckstudios.net)

## Studio Philosophy

The study of music has proven to have amazing benefits academically, socially, and emotionally. It brings joy to those studying it as well as to those with whom they share their talents. Luck Studios is committed to providing music instruction for students of all ages and levels of ability while also taking into account each student's learning style, goals and music preferences. This is done with positive and creative instruction that focuses on the joy that music can bring while also emphasizing the realities of daily practice.

## Luck Studios Lesson Basics

### Lessons

Lessons are offered in 45 or 60-minute slots from September through August. Each student receives one lesson per week at their regularly scheduled time. Students are considered enrolled for the entire year. If a student wishes to end their enrollment early a one-month notification is required.

In addition to their lesson time, I am also available by phone, email, or text during the week to assist any student if any questions arise during their practicing. I am always happy to help them!

Lessons will be offered both online (via Zoom or Facetime) and in-person at the studio. I want to make sure lessons are fun, engaging, and safe for everyone and that each student can attend lessons in the format that best suits their learning style. Please indicate on your registration form whether you would prefer to have your lessons primarily online or in-person. While I am asking for your preference for scheduling purposes, both options will remain available to all students and you may change your format at any time. Please notify me at least a few hours in advance if you would like to change your lesson format.

To ensure safety all CDC and state recommendations and requirements will be followed during in-person lessons. Face masks will be required for all attendees. Social distancing will be observed whenever possible and the studio will be sanitized between students. If anyone in your household shows signs of illness I urge you to **please remain home** and use the online option that week. If necessary, Luck Studios reserves the right to move all lessons online for the safety of all students.

### Daily Practicing

Lessons provide essential guidance and motivation but daily practicing is where the student improves their skills. While parts of practicing are fun, much of practicing is also work and should be approached in a manner much like school homework. If you wouldn't skip your homework, don't skip your practicing! As students dedicate sufficient time to practicing they will find they enjoy their time at their instrument and have more fun using their newfound skills in whatever ways they choose.

To help them achieve their goals, students will be provided with weekly assignment sheets. The sheets are designed so that students know how they need to work and can keep track of their practice time each day. Please check in with students about their practicing and let me know if any issues arise. Luck Studios students and parents are always welcome to call, text, or email me any time if they have questions about their assignments or any other concerns regarding their music studies.

## **Absences and Make-up Lessons**

Each student has two discretionary absences to take anytime during the year for any reason (please see *Tuition at Luck Studios* on the next page for more information on the discretionary absences). While I may hold one make-up day in the summer, make-up lessons for additional student absences beyond the two built-in are not guaranteed. Whenever possible I prefer to reschedule the lesson to a different time during the week. Please contact the studio in advance if you must miss a lesson and/or would like to request a lesson time change for that week.

Lessons will be taught online on inclement weather days whenever travel is not possible. Please call the studio if you have travel concerns.

## **Performances**

Students are encouraged, *not required*, to participate in two studio recitals during the year, usually October and June. Other events, such as the National Federated Festival, are available to students through the studio. If a student would like to participate in a school talent show, church event or other performance I am happy to help them prepare for the event. Please let me know as early as possible so we have time to prepare. The more time given, the more likely they will have a successful performance!

## **Registration**

A once-per-year registration fee of \$50 is due each August to register for the upcoming school year. The fee is used for a variety of expenses during the year – primarily to maintain and update the lending library, provide computer lab and music theory materials for student use at the studio, and to cover recital expenses. The fee is halved if the student registers after December 20<sup>th</sup>.

## **Ending Enrollment Early**

While I hope students will continue lessons for years to come, sometimes students must end their enrollment early. Please notify me at least one-month in advance if you need to end your enrollment. You will be responsible for all tuition owed through the end of the notification period. I always prefer to teach those lessons and provide a smooth transition for the student. I will send a prorated total with a detailed account of tuition owed and payments that have been made within one week of the notification.

## **Student Music Account**

For your convenience the studio can purchase music and other supplies for students as needed. All students have the option to open a \$30 music account. A record will be kept of all music expenses or other miscellaneous fees incurred. Accounts must be brought up to \$30 in August (\$50 for families). If a student terminates lessons, the unused account funds will be refunded once any remaining fees are subtracted. If you choose to waive this option any necessary music purchases will be your responsibility. If you are a continuing student you will receive a music account statement along with your registration form.

## **Students with Special Needs**

Luck Studios accepts students with special needs and creates individualized adaptive lessons for the students. There may be an additional fee depending upon the amount of adaption needed for the student's success. Copies of the studio's Special Needs policy can be requested.

## Tuition at Luck Studios

Tuition covers 37 lessons during the year from September through August. I schedule **39** teaching weeks which provides two discretionary absences for each student to use at any time during the year. If you do not miss any lessons during the year I am happy to offer those additional lessons at no extra charge. I also reserve two additional teaching weeks (Lessons 40 and 41) for the summer months – those lessons will be scheduled if I have had to cancel any lessons during the school year.

### Tuition Options

Luck Studios offers three tuition payment options for your budgeting convenience: Quarterly, 12-month, or Per-Lesson. The chart below includes both the total payment amount as well as the approximate per-lesson amount (in parenthesis) so that you can easily compare the pricing.

**Tuition Amounts by Payment Schedule**

Lesson Length	Quarterly Tuition	12-Month Tuition	Per Lesson
45-minute	\$390 (\$42/lesson)	\$140 (\$45/lesson)	\$50
60-minute	\$510 (\$55/lesson)	\$180 (\$58/lesson)	\$68

- **12-Month Payment Option:** Payments are due by the 10<sup>th</sup> of each month, September – August.
- **Quarterly Tuition Payment Option:** Payments are due by the 10<sup>th</sup> of September, December, March & June.
- **Per Lesson Payment Option:** Payments are due before each lesson begins. The studio registration fee is waived. Lessons are scheduled individually as the schedule allows. Please provide 24-hour notice of a lesson cancellation to avoid a cancellation fee.

### The Benefit of Scheduled Tuition vs. Per-Lesson Payments

Rather than charging for the number of lessons attended each month, which can vary greatly, students pay for lessons over the course of a year in equal installments. This means the amount paid for lessons stays the same each payment regardless of how many lessons will occur during that time. This makes it much easier to budget for lessons. Please indicate on the Registration Form which Payment Schedule you will use.

### How to Make Payments

Payments may be made at the lesson by check, cash, or money order, or from home through the online options listed below. Please make checks payable to **Luck Studios**. Tuition payments are due no later than the 10<sup>th</sup> of the month. Should I not receive your payment by the 10<sup>th</sup> of the month in which it is due, a \$15.00 overdue fee will be added.

#### Online payment Options:

- **Bank draft:** Many families have found it convenient to add Luck Studios to their bank's bill payment system so that the payment is mailed to the studio automatically each month.
- **Paypal:** My emailed invoices include a link to PayPal. Please be aware that the service includes a 3% fee.
- **Zelle:** Some banks offer a Zelle app option, which is an easy and free way to make payments. My Zelle ID is 757-817-6532.
- **Venmo:** My Venmo ID is @Samantha-Luck-4. You will see the Luck Studios logo. Please be sure to turn off any of the features that charge an extra fee (such as payment protection).

## Other Helpful Information

### Materials:

- A **tote bag** helps students stay organized, protects lesson materials, and makes sure everything arrives at the lesson each week. Even when students are attending lessons online, it is helpful for them to get into the habit of returning materials to their tote bag after each practice session. This keeps everything together and prevents books from disappearing or getting damaged.
- I will provide the student with a **Luck Studios binder** for assignment sheets. The student should keep all of their assignment sheets in the binder and bring it with them to lessons.
- A **well-maintained instrument** is essential when studying music! I am happy to recommend a good piano technician or guitar shop. Good-quality electric keyboards are adequate for many students. A full-size keyboard with 88 keys is preferred. Acoustic or electronic pianos are essential for late-intermediate and advanced students.
- All piano and guitar students must have **short fingernails** to promote healthy technique and prevent repetitive motion injuries.
- One often-forgotten but important tool for all musicians is a **pencil with a good eraser**. All students should have a pencil readily available during their practice sessions and lessons.
- **Colorful post-it tabs** for marking pages can also be very useful tools and cut down on the number of marks made directly on the music.

### Other Studio Rules

- Parents of students are always welcome at lessons. Some students will work better when parents are not in the room, but even then I encourage parents to at least occasionally sit in on lessons or come in a few minutes before lessons are over to communicate with me about the student's progress.
- Please arrive for lessons and pick students up on time. If you will be late either dropping off or picking up a student please notify the studio by text or phone call. This helps keep the schedule running smoothly and prevents worry for both the student and the teacher.
- Please let me know in advance if a visitor is attending the lesson. If the visitor is under 18 an adult must also attend the lesson.
- Please do not hold cell phone or personal conversations in the studio during lessons. This is very distracting! Instead, please step outside or move to a vehicle to hold these conversations.
- I will send out additional information about setting up devices for online lessons. Currently I am set up to teach on Zoom or Facetime. Zoom provides a lot more flexibility in screen sharing and camera options and is my preferred platform at this time. I am happy to help you set up devices ahead of your lesson time – let me know if you need any assistance!
- Luck Studios reserves the right to add or modify policies at any time. Written notification will be given to parents and adult students whenever a policy is changed.



# Luck Studios Calendar 2022 - 2023



August & September	October	November
<p><b>Lesson weeks 1 – 5</b></p> <p>Aug. 29<sup>th</sup> – Monday, Individual lessons begin</p> <p>Sep. 5<sup>th</sup> – Labor Day, No Lessons. Lessons will be rescheduled on an individual basis.</p>	<p><b>Lesson weeks 6 – 9</b></p> <p>Oct. 30<sup>th</sup> – Sunday, Luck Studios Fall Masquerade Recital, 2:00 PM, Huntington Mennonite Church.</p>	<p><b>Lesson Weeks 10 - 13</b></p> <p>Nov 5<sup>th</sup> – Saturday, PMTA Piano Olympics</p> <p>Nov. 21<sup>st</sup> – 25<sup>th</sup> – One Week, Thanksgiving Break No lessons</p>
December	January	February
<p><b>Lesson weeks 14 – 15</b></p> <p>Dec. 16<sup>th</sup> – Saturday, Luck Studios Holiday Music Extravaganza – Time TBA</p> <p>Dec. 19<sup>th</sup> – 30<sup>th</sup> – Two Weeks, Winter Break, No Lessons</p>	<p><b>Lesson weeks 16 – 19</b></p> <p>Jan. 2<sup>nd</sup> – Monday, Lessons resume</p>	<p><b>Lesson weeks 20 - 23</b></p> <p>Feb. 17<sup>th</sup> – Friday, Festival Performance Class, 6:00 PM</p>
March	April	May
<p><b>Lesson weeks 24 – 28</b></p> <p>Mar. 4<sup>th</sup> &amp; 11<sup>th</sup> – Saturdays, National Federation of Music Clubs Festivals, Newport News &amp; Williamsburg</p>	<p><b>Lesson weeks 29 – 31</b></p> <p>Apr. 3<sup>rd</sup> – 7<sup>th</sup> – One Week, Spring Break, No lessons</p> <p>10<sup>th</sup> – Monday, Lessons Resume</p>	<p><b>Lesson weeks 32 – 36</b></p> <p>May 29<sup>th</sup> – Monday, Memorial Day, No Lessons - Lessons will be rescheduled on an individual basis.</p>
June	July	August
<p><b>Lesson week 37</b></p> <p>June 4<sup>th</sup> – Sunday, Spring Awards Recital, Location &amp; Time TBA</p> <p>June 12<sup>th</sup> – July 21<sup>st</sup> – <b>Summer Break.</b> No Lessons</p>	<p><b>Lesson week 38</b></p> <p>July 24<sup>th</sup> – Monday, <b>Lessons Resume</b></p>	<p><b>Lesson weeks 39 – 41</b></p> <p>Regular lessons will be taught July 31<sup>st</sup> – Aug. 11<sup>th</sup> for all students. In the event that the teacher has cancelled lessons during the year those lessons will be rescheduled to August 14<sup>th</sup> – 17<sup>th</sup>.</p>

- All events are tentative. Notice will be given of any date or time changes.
- **Blue** – Recitals & Performance Opportunity; **Green** – Breaks
- Dates when lessons occur though school is not in session (NNPS calendar): **Nov 1<sup>st</sup>**, Tues, Election Day; **Jan. 16<sup>th</sup>**, Mon, MLK Jr. Day; **Feb. 20<sup>th</sup>**, Mon, Presidents' Day; All Exam Days and Teacher Work Days.