

Tiamoyo Music Academy

of Tiamoyo Arts and Education

Post Office Box 32

Chagrin Falls, OH 44022-0032

musicacademy@tiamoyoarts.com

www.tiamoyoarts.com

STUDIO POLICY and HANDBOOK 2023-2024

Due to Covid-19, Tiamoyo Music Academy reserves the right to hold any lessons and recitals VIRTUALLY (using Zoom) at the discretion of the teacher.

General Information

- Please check your e-mail and www.tiamoyoarts.com on a regular basis to remain informed.
- Tuition (prorated*) and fees for music lessons are to be paid in full for an entire semester before classes begin, unless other payment arrangements have been made. In order for a student to continue studies, all balances must be paid in full before students will be registered for the following semester. Fees may be paid by check, or cash. Please do not send cash through the mail. **Please make checks payable to Tiamoyo Arts and Ed.** If paying by mail, **mail to:**

Tiamoyo Arts and Education
Post Office Box 32
Chagrin Falls, OH 44022-0032

NOTE: You also may have the opportunity to participate in the special **Chamber Music Trio Recital** or attend master classes, workshops, or institutes, which would have **associated costs**.

- *prorated ONLY for students who are NEW, FIRST-TIME enrollees of Tiamoyo Music Academy and are just learning of and beginning lessons after a semester has begun.
- **All lessons must be paid for whether taken or missed for an entire semester.** Notification of inability to attend a lesson is a courtesy to the teacher; however, we cannot excuse you from payment of lessons for which you have contracted.
- **Your tuition includes access to group piano and group theory classes.**
- **The teacher will not make up lessons missed for student absences.** Student absences are not refundable. No refunds, make-up lessons, or credits will be given for missed lessons owing to the absence of the student. If a student's activity schedule changes during the school year, Tiamoyo Music Academy is not obligated to find a new lesson time. All lessons must be paid for whether taken or missed for an entire semester. Unfortunately, make-up lessons would require the teacher to work over-time, outside of agreed-upon teaching hours. Additional teacher-student contact hours are experienced during the Formal Semester Recitals, group performance classes, studio recitals, and community outreach concerts. Please do not swap lesson times with other students.
- Dr. Cheston is an active, performing pianist, and occasionally (rarely) may be absent due to a performance, dress rehearsal, Suzuki Conference, other professional activities, or illness. **In the event of a teacher cancellation, an additional week of lessons has been built into the spring and fall semesters to allow for teacher-owed make-up lessons to take place without additional scheduling if needed.** Lessons cancelled due to more than one teacher absence will be rescheduled as needed, and the student is asked to make every effort to attend the rescheduled

lesson. If the lesson cannot be rescheduled, the student will receive a lesson credit or reimbursement for missed lesson(s) owing to the absence of the teacher.

- **In the event of inclement weather, I will follow the decision of the Orange Schools.** If the schools are closed or had an early closing, **and you are concerned about travel**, there will be no in-person lessons that day. A virtual lesson will be given on that day.
- **Tuition refunds due to withdrawal from the academy will be given ONLY in very extreme situations and at the discretion of the teacher.**

Reserving Your Lesson Time for the Semester

- You will be asked for your availability for your semester lesson time via e-mail. Please do your best when completing the lesson time availability questionnaire in the e-mail as completely as possible, taking into account sports or other extra-curricular activities in which you plan to participate during the year. Once you are scheduled, your lesson day and time will be e-mailed to you. Upon receiving your assigned lesson day and time, please confirm through e-mail.

Health and Safety

- **Due to the size of the studio, masks will be worn if deemed necessary by the teacher.**
- In order to maintain a healthy environment in the studio, students are too ill to attend a lesson if they have a contagious illness (Covid-19, strep, chickenpox, flu, etc.), fever of 100 degrees or above, vomiting, or diarrhea. Students must be SYMPTOM FREE 24 hours (no vomiting, no fever without fever reducing medications, no diarrhea, etc.) prior to returning to lessons. If the student has Covid-19, current protocol will be followed. **If a student has a sore throat, runny nose, or cough, the virtual Zoom lesson option will be employed.**
- If safe travel is a concern due to **inclement weather, the virtual Zoom lesson option will be employed.** In the event of inclement weather, please text or e-mail Tiamoyo Music Academy with one of the following options: 1) You are planning to come to the studio for a lesson OR 2) You are concerned with safe travel and are opting for a VIRTUAL Zoom lesson.

Virtual Zoom Lesson Information and Guidelines

1. We will use **Zoom** for virtual lessons. You will receive a **Zoom** link at the beginning of the semester that can be used for all **Zoom** lessons. (**Zoom** is FREE and easy to access.)
2. Please visit <https://zoom.us/> to set up a free Zoom account on your desktop computer, laptop computer, tablet, or smartphone in order to participate in a web-based video lesson, should the need arise. In order to video-conference using **Zoom, you will need** a desktop computer, laptop computer, tablet, or smartphone **with a webcam**.
3. I have invested in four state-of-the-art cameras for the purpose of virtual Zoom lessons.
4. Parents, please accompany your student at the lesson as you would if you were in the studio. **Students**, particularly those who are not yet in Middle School, **should not be left alone during the virtual Zoom lesson.**
5. Please have the **Weekly Practice Record Sheet** ready to show the teacher at the beginning of the lesson. Please have all lesson materials accessible.
6. Each student will be given a new practice record sheet, if needed, during the virtual Zoom Lesson. The practice sheet will be placed in the student's OneDrive folder at the end of the lesson.
7. Virtual Zoom lessons also are a great time to engage in Music Theory.

Performances

- Recitals, Group Performance Classes, and possibly community outreach concerts, are scheduled throughout the school year for students.
 - **Formal Semester Recital** dates, times, and locations are posted on the website at <http://www.tiamoyoarts.com/tmarecitalinformation.html>.
 - **Group Performance Class** information may be found at <http://www.tiamoyoarts.com/tmagroupclass.html>.

Recital Information

1. Recital information may be found on the website at <http://www.tiamoyoarts.com/tmarecitalinformation.html>.
2. You will be sent (via e-mail) a link to **SignUp Genius** to sign up for recitals.
3. Please sign up your student(s) for the current Recital, using ONE sign-up slot per student.
4. Students should wear dressy attire.
5. Please arrive 15 minutes before the recital begins.
6. A Group Photo will be taken before the recital.
7. Families may bring FINGER-FOOD desserts on DISPOSABLE SERVING WARE to share, as no silverware will be provided and no serving dishes will be returned. Plates, napkins, and drinks will be provided. Please drop off ready-to-serve desserts in the kitchen.
8. As a courtesy to the performers, audience members are asked to remain until the end of the recital.
9. The **Chamber Music Trio Recital Fee** will cover the costs of the professional violinist and cellist that students will be performing with on the recital and rehearsing with beforehand. Students are eligible for the Chamber Music Trio Recital through teacher approval.

Instrument

- It is **REQUIRED** that your child have a piano for home practice. Tiamoyo Music Academy is pleased to assist in locating an affordable piano for your student and a piano tuner/technician.

Parents' Importance

- You are vital to your child's music education! You should plan to attend every lesson with your child. You will be responsible for monitoring and assisting in your child's daily practice routine and their daily listening to reference recordings. You will have the opportunity to closely watch your child's progress and to help him or her in lessons by **taking notes** and providing a supportive smile. Teenagers still need your support. It is recommended that parents of every student read Dr. Shinici Suzuki's book *Nurtured by Love*.

Contacting Your Teacher

- Please contact your teacher by **text, e-mail, or phone**. Texting is preferable for lesson cancellations, as phone calls will disrupt the current lesson.

Additional Information

- If your child changes status from being home-schooled to attending public/private school, unfortunately there is no guarantee that there will be an after-school lesson time available for your child in this studio during a given semester.
- Your child's picture may be included in promotional material (brochure, website, video presentation) for Tiamoyo Music Academy. NO student names, phone numbers, addresses, names of family members, or names of friends will appear in any promotional or educational material. However, a student's first name and last name initial may appear on the website or in our newsletter to congratulate them for an accomplishment, etc. For examples of photo usage, etc., please visit www.tiamoyoarts.com. If this is problematic, please e-mail the teacher regarding this matter.
- **Optional:** Parents and students over 18 years of age may post **relevant** photos and student performance videos on the **Tiamoyo Music Academy Facebook page**, a secret FB group, which is open only to Tiamoyo Music Academy students. Tiamoyo Music Academy reserves the right to delete irrelevant posts. **I will not post student photos or performance videos on this Facebook page without the parents' permission.**
- At this time, **music theory books** are purchased from the teacher.

The following portion of the Studio Policy/Handbook has been included to insure the safety and comfort of students and their families. Due to the size of the studio, the following courtesies are requested.

- **Due to the size of the studio, masks will be worn if deemed necessary by the teacher.**
- As a courtesy, I ask that students and families remain inside the studio at all times while attending lessons. Please do not walk the grounds. There is a restroom in the studio.
- Please quietly enter the studio a few minutes before lesson time in order to remove outer wear and organize lesson materials. Please do not wait for the previous student to exit – enter before your lesson time to get settled and prepare for lesson.
- In an effort to keep on schedule during lesson time, please calls, e-mail, or text your instructor to address any questions that are not pertinent to the current lesson and do not require an immediate response.
- A parent/caregiver should accompany children to all lessons and classes. **Drop-offs are not allowed.**
- If more than one child from a family is attending a lesson, please bring a book or a quiet game for use during the waiting period.
- In rainy and snowy weather, students will be asked to wear shoe covers (provided by the studio).
- Due to the size of the studio, all coats and wraps should be placed on the coat rack, leaving the chairs available for the seating of students and their families. **Please do not hang bags on the coat rack.**
- When waiting for the lesson/class before yours to end, please make yourselves comfortable and wait as quietly as possible, keeping the aisle in the waiting area as clear as possible so that the next family will have space to place wraps and be seated.
- No water fountain is available, thus water bottles should be brought to lessons, particularly in warm weather. Please do not bring food or other drinks into the music studio. Of course, this does not apply to infants and those with medical needs.

I give permission for my child (or myself, if an adult) _____ to take music lessons/classes. I, _____, have read the Studio Policy and agree to abide by it. I grant permission to include my child's (or my, if adult student) picture in the publishing of promotional or educational material as described above.

Signature _____ Date _____