



## Annette Meyer Studios Declaration of Commitment

Congratulations on your desire to learn an instrument or use music to better your life through applied interventions! In life, there is nothing greater than learning to appreciate music through the art of reading and direct play. We thank you for selecting our studios and we look forward to our adventures in music! Investment, enrichment, whatever you may call it, these lessons can offer an on-going guide to increased knowledge of both your instrument and yourself.

### What Music can cultivate in a Student

Creative Initiative	Self- Empowerment	Mental Development	Abilities to Focus
Multi-Tasking	Interpretation	Improvisation	Sense of Accomplishment
Social Poise	Confidence	Aural/Visual Memory	Goal-Setting

### **Our teaching philosophy:**

- Our primary goal is to explore and expand your personal musical talents.
- We match our teaching techniques to enable and support your unique learning style. It is, therefore, flexible, individual and varied.
- Empowerment is the key to motivation and success. It is not something we do for you, the student; rather it is something you do for yourself. We simply facilitate the process by introducing possibilities.

### **Our commitment to you as your teacher:**

- We'll never be angry if you ask a question.
- We'll never be angry if you make a mistake.
- We'll ask you to stop lessons only if you aren't trying to learn.
- If you don't understand, it's our fault, not yours. It's our job to teach you in a way you can understand.
- Attempting is often more important than succeeding.
- We will always show you respect and courtesy.
- We will always encourage/support your exploration, creativity, initiative and self-direction.

Music is a joy and lessons should always be as fun as possible, while still ensuring the essentials are being taught. They are a privilege, not a punishment or requirement. If we're not continuing to challenge you, something is wrong. Although instrument and music study isn't always going to be easy, it should always be satisfying.

This is our commitment to you.

Annette Meyer Studios and Staff

## Performance/Competition Guidelines

Once a full year of lessons has been taken under the guidelines of this studio, competitions and adjudications may be entered at the discretion of the teacher, the student and all related parties. The Studio Formal Recital for family and friends will be scheduled annually, on Mother's Day, and is held at the Cedarburg Cultural Center. Students should be performing at their own residence throughout the year for friends and family. In addition, students are encouraged to perform at nursing homes and facilities in the community a minimum of twice per year. Performances are arranged quarterly through our studios and students can select the opportunity of their choice. Competitions and evaluations are available through the National Federation of Musicians as well as WSMA through the school districts. The studio will promote and then prepare the student for these competitions only after the first full year of lessons as a minimum guideline. Auditions will be required to determine student eligibility for participation in competitions. All competition fees and recital costs will be passed on to the student for reimbursement once approval has been obtained. If an accompanist is needed for performances or competitions, the studio will do its best to provide and/or locate one. A professional fee of \$50-75 will be charged per performance and paid directly to the accompanist.

## Student Responsibilities

**Lesson Time:** Each student is expected to arrive on time and with all materials in hand. It is your responsibility to ensure that you arrive in a timely fashion and have your instrument assembled and at the ready for the lesson start. Arrival time must be no more than ten minutes before your scheduled lesson time, as there is limited waiting inside the studio for students only. If you are late, you will lose those minutes and will not be able to make them up. There are no "run-over" times, as lessons are consecutive and it is not fair to punish the person after you. There are no exceptions to this rule, no matter how extreme the circumstances. Each lesson includes an occasional lesson summary and review with the parent within the allocated thirty minutes as deemed necessary by the instructor. (25 minutes for instruction with five minutes summary with parent). The instructor will end five minutes early to discuss materials, progress and practice expectations with the parent. If interested, it is the parent's responsibility to be there five minutes prior to lesson end to review with the instructor. Session analysis will not be offered if late, as it interrupts the next student's lesson time. Parents are asked to address scheduling or student issues at the START of the lesson to prevent run over at the end. It is highly recommended that email or text be used to communicate these issues as well to maximize lesson time for your child.

**Arrival/Drop Off:** Please use the parking lot in the rear of the building for drop-off/pick-up only. You may also use the street parking or the lot one block down for additional parking. If, as a parent, you choose to remain, you may wait in our main lobby. If you are dropping off/picking up, please instruct your child to wait until they see your car to exit the building. **In the event of an emergency, please contact the studio (262) 749-0448 via text.**

**Multi-Student Families:** In the event there is more than one student from a family and the lesson times run consecutively, please bring quiet work to do while waiting for your other family member to finish. There is to be no talking and no comments are to be exchanged with the teacher when it is not your lesson time. If there is an ongoing conflict observed that cannot be resolved, we reserve the right to re-assign your lesson time or day.

**Observers:** There are to be no observers in a lesson unless at the instructor's request or if the visit is pre-arranged prior to the lesson with the studio's authorization. Please realize that there are **NO** exceptions to this rule under any circumstances, as we strive for consistency and try to minimize distractions. We do, however, have an "open door policy" which allows the parent to watch through the doors opening so that you can observe techniques, hear practice expectations and observe client/instructor interactions.

**In Home Lessons/Therapy Sessions:** All in home sessions, regardless of length or frequency will have a \$50 travel fee assessed each month which is directly compensated to the instructor. Please note there are no exceptions to this fee.

**Etiquette:** Students will refrain from using loud voices in proximity of the music studios. If the studio doors are shut, please wait for the instructor to open the door. **DO NOT ENTER ON YOUR OWN**, as the teacher may be in session with another student. All students will wash their hands with the hand sanitizer provided in the

lobby prior to beginning their lesson and will refrain from eating or drinking prior to lesson. Any damage to items in the waiting room will be replaced at full market value by the family of the party responsible for damage.

**Practice Time:** Each student must practice a minimum of 10 – 15 minutes every day in order for the lessons to be effective. Students are making a weekly commitment to Annette Meyer Studios and a daily commitment to practice at home as well. . Occasionally a child, for various reasons, is not willing to practice and it becomes a battle of wills. This is extremely common, and will happen in every budding musician's life from time to time. These plateaus are important to work through. Each student may want to quit from time to time. This is normal. Music lessons can go through difficult stages at times. It is at these times that discontinuing lessons may seem to be the obvious solution. Children, who are allowed to quit, rarely return to lessons. Adults, who quit too early as children, often wish their parents had made them "stick with it." We have never heard a parent say, "I'm glad my parents let me quit." It is often those very same children who take lessons with us as adults. If the subject of quitting comes up, we recommend that you be the "decision maker." A child is not capable of seeing ahead and realizing the value of a music education. We make all kinds of decisions that we know are in the best interests of our children. Please see our “Maximizing Your Investment” sheet for more details.

### **Materials and Supplies**

Each student will be required to purchase a starting music book appropriate to his or her level of play as determined by the teacher. The studio will provide, at cost, all future music books and will subsequently supply any additional materials at full retail cost deemed necessary to the continued growth and development of the student. Students are responsible for paying for any additional materials in the same fashion as is expected for their lesson fees. Ancillary materials may be provided at no charge, contingent upon their return in the same condition they were loaned out in. All other supplies will be discussed prior to being used by the student in order to determine affordability to the student and feasibility of use. For those students with a non-digital piano, we require that the instrument be tuned a minimum of once every three years in order to ensure consistency with the ear –training and teaching methods we use.

**PLEASE PRINT THIS PAGE, FILL OUT FORM BELOW, SIGN AND BRING TO YOUR FIRST LESSON:**

Student's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

**I have read and agree to the terms of all the included Studio Policies**

**Client/Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **2024-2025 Studio Year**

# Annette Meyer Studios Lesson Payment Policies

Professional private music instructors typically adhere to a studio policy of tuition payment, cancellation, and make-up lesson guidelines. To present you with this high caliber of music instructions, our teaching staff must be fairly compensated for their time. These guidelines are set in place to help the studio run smoothly, so that instructors have the ability to focus on teaching, ensuring consistency and quality of study for all students. As a student with a reserved, weekly lesson, you are enrolled in the studio, much as you would be in a school or college. It is very important that you make a commitment to your instructor and make every effort to maintain excellent attendance.

## Tuition

1. Lesson tuition is billed one month in advance, either 4 or 5 lessons depending upon month, and it is due at the first lesson of each month. **Clients MUST opt in to our auto pay program**, where fees are automatically deducted on the 1<sup>st</sup> or 20<sup>th</sup> of each month for the current and next sessions fees as applicable upon initial start date.
2. Regular lessons are held and billed according to the published studio calendar. The **calendar is posted in each studio and waiting room** and on the studio Facebook page, where it is published every 2-3 months.
3. Lessons may be suspended and late fees of 10%/mo (maximum of \$10) may be applied if payment is not received before the third lesson of the month due to insufficient funds, account changes, etc.

## Cancellations and Make-Up Lessons

1. **If a student cancels a lesson for any reason, full lesson tuition is still due.**
2. If the instructor cancels a lesson, and is not able to schedule a make-up lesson, the student will receive a credit for the missed lesson.
3. **To be eligible for consideration for the allotted two make-up lessons per year, students must give 24hrs. notice of cancellation\***, and must schedule the make-up lesson within 30 days of the canceled lesson.
4. If a make-up lesson is not available as the available options presented do not work for the student, the lesson will not be eligible to be made up.
5. **Students are eligible for two make up lessons total per calendar year.**
6. **Make-up lessons will NOT be scheduled for canceled/no show lessons.**

*\*At the instructor's discretion, the policy of 24hrs. notice of cancellation may be waived ONE TIME in the case of sudden, unpredictable illness or accident if all other tuition and make-up lesson guidelines have been followed, the student has not exceeded the annual allotment, and an opening is available and agreed upon.*

## We Reserve the Right to Dismiss Any Student(s) for the following reasons:

1. Payment problems, including late payments, returned checks, incorrect amounts, etc...
2. Poor Attendance, insufficient effort, or poor attitude, if we feel it is not what we consider to be acceptable.
3. Miscellaneous actions by a student, or a student's family, that we determine to be detrimental to our private lesson program.

**PLEASE PRINT THIS PAGE, FILL OUT FORM BELOW, SIGN AND BRING TO YOUR FIRST LESSON:**

Student's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

**I have read & agree to the terms of the 2024-2025 Lesson/Studio Policies**

**Client/Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_**



## ACH Authorization Form for Annette Meyer Studios

(ENDORSED BY CORNERSTONE COMMUNITY BANK/HORICON BANK)  
1525 Wisconsin Ave Suite 140 Grafton, WI 53024  
Ph: 262.474.0109 Fx: 262.474.0102

### Choose one of the following:

New Auto-pay Program Authorization       Change Auto-pay Program Authorization

**Beginning Date:** \_\_\_\_\_ **Rate per Session: \$35-60\*/half hour (Add \$35 Registration Fee if New Client and \$25 Returning Family Registration Fee)** \*Rate is dependent upon instructor expertise level  
Session Fees in the amount of **\$140-200** for Four monthly sessions  
**\$175-250** for Five monthly sessions  
Monthly fees will be deducted on the: (**please circle one**) **1<sup>st</sup>** or **20<sup>th</sup>** of each month.

Name On Account (please print):  
\_\_\_\_\_

Address  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Cellular Phone number \_\_\_\_\_

Student Name(s): \_\_\_\_\_

**Directly charge the account specified below: (circle one)**

Checking account (attach voided check)      or      Savings account (attach bank letter)

Name of bank: \_\_\_\_\_

Routing number: \_\_\_\_\_ Account number: \_\_\_\_\_

*I (we) hereby authorize **Annette Meyer Studios** to initiate entries to my (our) checking/savings accounts at the financial institution provided below, and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until **Annette Meyer Studios** is notified by me (us) in writing (15 days minimum notice) to cancel it in such a time as to afford **Annette Meyer Studios** and my financial institution a reasonable opportunity to act on it.*

Authorized signature on my account:  
\_\_\_\_\_

Date: \_\_\_\_\_



## **ANNETTE MEYER STUDIOS**

### **2024-2025 Studio Closure Calendar**

September 2<sup>nd</sup> Labor Day

November 28<sup>th</sup> Thanksgiving Day Only

December 23<sup>rd</sup> through December 29<sup>th</sup> Holiday Break

January 1<sup>st</sup> New Years Day Observance

March 24<sup>th</sup> through March 30<sup>th</sup> Mid- Winter/Spring Break

April 13<sup>th</sup> Easter Sunday (Monday classes held as usual)

May 11<sup>th</sup> Formal Mothers Day Recital

May 26<sup>th</sup> Memorial Day

June 16<sup>th</sup> STUDIO SUMMER BEGINS

July 4<sup>th</sup> 4<sup>th</sup> of July holiday

August 18<sup>st</sup> STUDIO FALL BEGINS

**PLEASE PRINT THIS PAGE, FILL OUT FORM BELOW, SIGN AND BRING TO YOUR FIRST LESSON**

**Annette Meyer Studios, Ltd. and Meyer Music Therapy Services, Inc.  
1525 Wisconsin Avenue Suite 140  
Grafton WI 53024**

**2024-2025 Emergency Health Card- Annette Meyer Studios, LTD.**

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Student Name

Parent(s) Name

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Home Address

City

Zip Code

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Home Phone

Work Phone

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Cellular Phone (Both Parents)

Email Address

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Name of person to contact in case of emergency

Contact Number

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Please explain any unusual health conditions/Diagnoses and list any known allergies.

\_\_\_\_\_ Please check if you *do not* wish AMS/MTS to use your child's image for promotional purposes on Facebook, Studio Newsletters or marketing materials.

***If, in the judgment of Annette Meyer Studios, LTD., emergency treatment is required, I authorize my child to be transported by ambulance to the nearest hospital for treatment. I also understand that the ambulance does reserve the right to convey the patient to the nearest definitive care hospital or the hospital of their choice, should they deem it necessary. I hereby authorize the physician(s) at the hospital to give emergency treatment to my child.***

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Date

Signed by parent or legal guardian

**Annette Meyer Studios, Ltd. Is not responsible for any injury or accident resulting from participation in special events at the studio and/or it's surrounding areas. Please use caution and be respectful of other children in the area.**

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**Date**

**Signed by parent or legal guardian**

Updated June 2024

**Acceptance of Annette Meyer Studios 2024-2025 Policy and Procedures**

**I have read the studio policies and understand my responsibilities as a student of Annette Meyer Studios and Music Therapy Services, Inc. Should I be in violation of any part of the operating procedures as outlined in the policy, I understand that I may lose my position as a student of this studio. I also understand that the policy may be modified from time and time and that I will be given updates as needed.**

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**Student Signature/Parent Signature**

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**Date**

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**Annette Meyer, Ltd.**

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**Date**